

# CITY OF MASON

201 West Ash St.  
Mason MI 48854-0370

City Hall 517-676-9155  
Fax 517-676-1330

## CITY COUNCIL MEETING - COUNCIL CHAMBER Monday, April 20, 2015

7:30 p.m.

### Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance and Invocation
4. Announcements
5. People from the Floor
6. Presentations
  - A. Chief of Police John Stressman Introducing New Police Officer
7. Public Hearing
  - A. Proposed Grant Application for Approximately \$188,800.00 to the Michigan State Housing Development Authority's (MSHDA) CDBG Rental Rehabilitation Program
    - Resolution No. 2015-16 – Authorizing City of Mason to Apply to MSHDA Rental Rehabilitation Grant for 368 South Jefferson Street Through CDBG Program
8. Consent Agenda
  - A. Approval of Minutes
    - Regular Council Meeting: April 6, 2015
  - B. Approval of Bills
  - C. Motion – Street Closure Requests for Mason Area Chamber of Commerce (MACC) Events
  - D. Motion – Mason Lions Club – Use of Public Right-of-Way for White Cane Drive
9. Regular Business
  - A. First Reading – Ordinance No. 199 – To Amend the Use District Map
  - B. Resolution 2015-17 – Authorization to Award Reconstruction of Alley Behind 124/140 East Ash Street
  - C. Motion – Request to Occupy the City Right-of-Way
10. Unfinished Business
11. New Business
12. Correspondence
  - Monthly Revenue and Expenditure Report
  - Quarterly Investment Report for Period Ending March 31, 2015
  - Arbor Day Foundation Tree-City 2014 Announcement and Proclamation
13. Liaison Reports
14. Councilmember Reports
15. Administrator's Report
  - Rayner Park Letter of Intent
  - City Council Meeting Date Adjustments
16. Adjournment

# CITY OF MASON

## STAFF AGENDA REPORT TO CITY COUNCIL

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**Meeting Date:** April 20, 2015

**Agenda Item: 7A**

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### **AGENDA ITEM**

Resolution No. 2015-16 – Authorizing the City of Mason to Apply to the MSHDA Rental Rehabilitation Grant for 368 South Jefferson Street Through the CDBG Program

### **EXHIBITS**

None.

### **STAFF REVIEW**

Administration

### **SUMMARY STATEMENT**

The City of Mason has been working with the Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) Program to support our rental rehabilitation improvements. We have specifically targeted the downtown lofts over the past decade with great success. The City has now completed 26 units and has another ten in construction at 124 and 140 East Ash Street. Tonight's request is for the City to apply for a MSHDA grant for rental rehabilitation of four rental units located at 368 South Jefferson Street. The property owners, Scott and Jamie Robinson, are requesting the City be supportive of their project by applying for this grant.

The grant application request is for \$188,800.00. The improvements will be on the second and third floors of 368 South Jefferson Street. Each floor will have one 2-bedroom, 2-bath apartment and one 1-bedroom, 1-bath apartment. This will place their building at 100% productive utilization and add value by placing more citizens into the commercial business district downtown.

The Public Hearing will be held tonight to allow any public comment. The City continues to utilize Revitalize, LLC, (Bruce Johnston) as its third party administrator. As required through the CDBG program due to it being federally funded, 51% or more of the housing units must be designated for low- to moderate-income housing tenants for a minimum of five years.

### **RECOMMENDED ACTION**

Move to approve Resolution No. 2015-16.

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2015-16**

**AUTHORIZING THE CITY OF MASON TO APPLY TO THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY RENTAL REHABILITATION GRANT FOR 368 SOUTH JEFFERSON STREET, MASON, MICHIGAN, THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**APRIL 20, 2015**

**WHEREAS**, the City of Mason is working cooperatively with the owners (Scott & Jamie Robinson) of the properties located at 368 South Jefferson Street to apply for a Community Development Block Grant (CDBG) for the rehabilitation of properties; and

**WHEREAS**, the grant is to assist in eliminating all blighted conditions and fully rehabilitating the second and third story interior; and

**WHEREAS**, the concept is to develop the second and third floor within the building in Mason's historic downtown into four new affordable housing apartments, two 2- bedroom and two 1- bedroom apartments; and

**WHEREAS**, the City Council held a Public Hearing the evening of April 20, 2015, in regard to a CDBG being applied for by the City of Mason through the Michigan State Housing Development Authority (MSHDA); and

**WHEREAS**, the grant request is for \$188,800.00, or \$40,000.00 per unit, to rehabilitate the second and third floors into four habitable dwellings built to code. As required through the CDBG because of its federal funding, 51% or more of the housing units must be designated for low to moderate income housing tenants for a minimum of five years; and

**WHEREAS**, the City is utilizing Revitalize, LLC, as the designated third party administrator to assist the city in administering these program funds.

**BE IT HEREBY RESOLVED**, by the Mason City Council, that this Public Hearing and Resolution authorizes the City of Mason to apply to MSHDA for a rental rehabilitation grant for 368 South Jefferson Street, Mason, Michigan, through the CDBG Program to reduce blight within the City of Mason and place these properties into productive use.

Yes: ( )

No: ( )

**CLERK'S CERTIFICATION:** I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, April 20, 2015, the original of which is part of the City Council minutes.

\_\_\_\_\_  
Deborah J. Cwierniewicz, City Clerk  
City of Mason  
Ingham County, Michigan

**CITY OF MASON  
REGULAR CITY COUNCIL MEETING  
MINUTES OF APRIL 6, 2015**

Mayor Waltz called the meeting to order at 7:30 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan, 48854. Councilmember Bruno led the Pledge of Allegiance and offered the invocation.

Present: Councilmembers: Brown, Bruno, Clark, Droscha, Ferris, Mulvany, Waltz  
Absent: Councilmember: None  
Also present: Martin A. Colburn, City Administrator  
Deborah J. Cwierniewicz, City Clerk  
David Haywood, Zoning & Development Director

**ANNOUNCEMENTS**

Rayner Park Clean Up – April 25, 2015

**PEOPLE FROM THE FLOOR**

Mary Shinkle, Ingham County Community Liaison on behalf of Honorable Michael D. Bishop, U.S. Representative, presented Council with a flag that was flown over the U.S. Capitol in honor of the City of Mason's Sesquicentennial. Mayor Waltz accepted the gift on behalf of the city of Mason.

Nicole Austin, Manager of Good Bites Food Truck, asked Council if they had read the of request that she submitted seeking approval to park the Good Bites food truck in the parking space in front of Bad Brewing. Colburn informed Council that the request was in process by staff and would be presented when it was ready.

**PRESENTATIONS**

**2014 Annual Report — Planning and Zoning Department — David Haywood**

Haywood elaborated on the 2014 Zoning & Development Annual Report submitted to Council.

**CONSENT AGENDA**

MOTION by Droscha, second by Brown,  
to approve the Consent Agenda as follows:

- A. Motion – Approval of Minutes – Regular Council Meeting: March 16, 2015
- B. Motion – Approval of Bills - \$68,536.05
- C. Motion – 2014 Annual Report– Zoning & Development
  - Accept the 2014 Annual Report for the Zoning & Development Department and place it on file.

**MOTION APPROVED**

**REGULAR BUSINESS**

No regular business.

**UNFINISHED BUSINESS**

No unfinished business.

### **NEW BUSINESS**

MOTION by Droscha, second by Brown,  
to change the Budget Meeting location from the Training Room to the Council  
Chambers on April 8 and 9 at 6:00 p.m. and that all Budget proceedings be  
broadcast and web streamed live and recorded into the record.

MOTION APPROVED

### **CORRESPONDENCE**

All correspondence was distributed.

### **LIAISON REPORTS**

No reports at this time.

### **COUNCILMEMBER REPORTS**

- Ferris reported on the Michigan Municipal League (MML) Capitol Conference seminars she attended.
- Brown reported on the Michigan Municipal League (MML) Capitol Conference seminars he attended.

### **ADMINISTRATOR'S REPORT**

- Colburn informed Council regarding city business.

### **ADJOURNMENT**

The meeting adjourned at 8:23 p.m.

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Deborah J. Cwiertniewicz, City Clerk

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Mike Waltz, Mayor

04/17/2015 09:21 AM  
User: TF  
DB: Mason City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MASON  
EXP CHECK RUN DATES 04/20/2015 - 04/22/2015  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID  
COUNCIL REPORT  
MONDAY, APRIL 20, 2015

| Vendor Code<br>Invoice<br>GL Number | Vendor Name<br>Invoice Description<br>GL Description                     | Invoice Date | Amount    |
|-------------------------------------|--|--------------|-----------|
| 06474                               | CONSUMERS ENERGY   |              |           |
| APRIL 2015<br>101-448.00-926.000    | ELECTRICITY 3/1 - 3/31<br>STREET LIGHTING 3/1 - 3/31                     | 04/20/2015   | 6,998.38  |
| VENDOR TOTAL:                       |  |              | 6,998.38  |
| 06507                               | MAULDON CONSTRUCTION CO.   |              |           |
| 33015<br>592-548.00-970.010         | EMERGENCY SEWER REPAIR MABLE COURT<br>EMERGENCY SEWER REPAIR MABLE COURT | 04/20/2015   | 6,250.00  |
| VENDOR TOTAL:                       |  |              | 6,250.00  |
| 05221                               | MCGINTY, HITCH, HOUSEFIELD, PERSON,                                      |              |           |
| APRIL 2015<br>101-266.00-826.000    | MARCH LEGAL FEES<br>MARCH 2015 LEGAL FEES                                | 04/20/2015   | 8,147.26  |
| VENDOR TOTAL:                       |  |              | 8,147.26  |
| TOTAL - ALL VENDORS:                |  |              | 21,395.64 |

I hereby certify that I have reviewed the above bills and expenses and to the best of my knowledge and belief, they cover expenditures of the City services and materials and are within current budget appropriations.



Martin A. Colburn  
City Administrator

**CITY OF MASON**  
**STAFF AGENDA REPORT TO CITY COUNCIL**

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**Meeting Date:** April 20, 2015

**Agenda Item: 8C**

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**AGENDA ITEM**

Motion – Street Closure Requests for Mason Area Chamber of Commerce (MACC) Events

**EXHIBITS**

- Special Event Applications for 2015 MACC Events:
  - Spring Fling
  - Thursday Night Live Concerts
  - Independence Day Parade
  - Down Home Days Court House Show
  - Mason Holiday Celebration Lighted Parade
- Memorandum dated April 10, 2015 from Sgt. Edward Hude

**STAFF REVIEW**

Office of the City Clerk

**SUMMARY STATEMENT**

Doug Klein, MACC Executive Director, submitted Special Event applications for the Chamber's five community events for 2015. He is requesting street closures and/or the use of the public right-of-way for each event, as well as a request for equipment and electrical power.

**RECOMMENDED ACTION**

Move to approve street closures and the use of right-of-way as requested in the special event applications for the 2015 MACC events submitted by Doug Klein, MACC Executive Director, as well as the use of specified equipment, electrical power, and a waiver of permit and fees for the annual community events.

**City of Mason  
Special Events Application**

Complete and return this application to the City Clerk's Office at least 21 calendar days prior to the starting date of the event.  
A new application must be submitted each year.

|  |  |  |
|--|--|--|
| <b>Event</b>   |  |  |
| Event Name: <u>Spring Fling Courthouse Show</u>            |  |  |
| Event Purpose:   |  |  |
| <b>Sponsoring Organization Information</b>                 |  |  |
| Legal Business Name: <u>Mason Area Chamber of Commerce</u> |  |  |
| Address: <u>148 E. Ash St.</u>                             | City: <u>Mason</u>                                       | State/Zip: <u>MI 48854</u>                     |
| Mailing Address: <u>same</u>                               | City: <u>'</u>   | State/Zip: <u>'</u>                            |
| Telephone: <u>517-676-1046</u>                             | Email Address: <u>masonchamber@masonchamber.org</u>      |  |
| Contact Name: <u>Doug Klein</u>                            | Title: <u>Executive director</u>                         |  |
| Telephone: <u>517-676-1046</u>                             | Email Address: <u>above</u>                              |  |
| <b>Contact Person on Day of Event</b>                      |  |  |
| Name: <u>Aleasha Wood</u>                                  | Title: <u>Program Assistant</u>                          |  |
| Address: <u>148 E. Ash St.</u>                             | City: <u>Mason</u>                                       | State/Zip: <u>MI 48854</u>                     |
| Telephone: <u>676-1046</u>                                 | Cell Phone: <u>517-528-2596</u>                          | Email Address: <u>aleasha@masonchamber.org</u> |
| <b>Type of Event (Check one)</b>                           |  |  |
| <input type="checkbox"/> City Operated/Sponsored Event     | <input type="checkbox"/> Political or Ballot Issue Event | <input type="checkbox"/> Run Event             |
| <input type="checkbox"/> Co-sponsored Event                | <input type="checkbox"/> Wedding                         | <input type="checkbox"/> Other (describe)      |
| <input checked="" type="checkbox"/> Non-Profit Event       | <input type="checkbox"/> Block Party                     |  |
| <input type="checkbox"/> For Profit Event                  | <input type="checkbox"/> Video or Film Production        |  |
| <b>Event Information</b>                                   |  |  |
| Event Location(s): <u>Courthouse square</u>                |  |  |
| Event Date(s): <u>Saturday, May 2, 2015</u>                |  |  |
| Event Hours:   |  |  |
| Date/time for set up: <u>6:00 AM May 2, 2015</u>           |  |  |
| Date/time for clean up: <u>4:00 PM May 2, 2015</u>         |  |  |
| Describe set up and clean up procedures:                   |  |  |

Estimated DAILY attendance: 2500

Describe crowd control plans for this event:

Describe the Special Event's impact on adjacent commercial and residential property:

A Signature Form must be attached.

Increased traffic on roads and in local businesses.

Will sidewalks be used?  YES  NO

If yes, include a detailed map outlining the Sidewalks must be accessible for pedestrian traffic.

Describe sidewalk use: Walking from vendor to vendor.

Will street closures be necessary?  YES  NO

If yes, include a detailed map indicating road closures, emergency vehicle access, and barricade locations.

Describe street closures: Maple Street between Jefferson & Barnes.

\* Streets closed: Date/Time: 9AM Sat, May 2, 2015

\* Streets re-open: Date/Time: 4-5pm Sat, May 2, 2015

Will parking lot closures be necessary?  YES  NO

*If yes, include a detailed map indicating proposed closures and barricade locations*

Describe parking lot closures:

\* Parking lot(s) closed: Date/Time:

\* Parking lot(s) re-open: Date/Time:

What parking arrangements are proposed to accommodate attendance?

Will music be provided/included during the event?  YES  NO

Describe type of music proposed:  Live  Amplification  
 Recorded  Loudspeakers

*Sound Amplification Equipment Registraton Statement must be completed and attached with receipt of payment.*

Will the event require the use of any of the following municipal equipment:

*Sponsoring organization should expect to be charged for use, placement, and maintenance of these items*

\*Sponsoring Organization may be required to supply a dumpster\*

- Trash Receptacles\*      Quantity: 8
- Barricades                      Quantity: 2
- Traffic Cones                      Quantity: \_\_\_\_\_
- Other (describe): \_\_\_\_\_

Will the following be constructed or located in the event area?

*No stakes of any kind allowed in asphalt.*

| <u>Item</u>                                   | <u>Quantity</u> | <u>Item</u>   | <u>Quantity</u> |
|---|-----------------|---|-----------------|
| <input checked="" type="checkbox"/> Booths:   | _____           | <input checked="" type="checkbox"/> Tables:           | _____           |
| <input type="checkbox"/> Tents:               | _____           | <input type="checkbox"/> Rides:                       | _____           |
| <input checked="" type="checkbox"/> Awnings:  | _____           | <input checked="" type="checkbox"/> Portable Toilets: | _____           |
| <input checked="" type="checkbox"/> Canopies: | _____           | (may be required depending on event)                  |                 |
| <input type="checkbox"/> Rides:               | _____           | <input type="checkbox"/> Other (describe):            | _____           |

**You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, portable toilets, rides, routes, etc.**

Will the event have kiddie rides, inflatables (i.e. moonwalk), amusement rides, climbing walls, live animals, hot air balloon, etc.?

YES    NO   *If yes, additional insurance coverage will be required*

If yes, describe in detail the types of attractions proposed:

- Children's games
  - Bounce house
- Provided by Mason Railtime Advertisures

Will the event have food, beverage or concessions?  YES    NO

*(Health department approvals and temporary food license requirements)*

**Describe:**

Individual food vendors, each holding their own food license.

Do you plan to have alcohol served at this event?    YES\*    NO

*\* Include proposed location(s) on event layout*

*If yes, Liquor Liability Insurance is required*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors or visibly impaired individuals.

Do you need electricity for this this event?    YES\*    NO

*\* Include proposed locations on event layout*

If you do not identify all of the proposed locations that need electricity, the City cannot guarantee electricity will be made available for the duration of your event.

Electricity needed:  
- along Entrances for food vendors  
- maple street for entertainment & food vendors.

Do you plan to have special event signs?  Yes  No

*Signs must conform to City ordinances*

Describe signs, proposed locations, etc.

Do you plan to have banners?

Yes  No

Describe banner, location, what it will be attached to.

**Application Check List** (failure to provide necessary documentation will delay application review and approval)

Check the following items that are attached:

- Completed Application
- Event Map (includes detailed event layout for vendors, rides, booths, electrical needs, etc.)
- Detailed Plan showing road closures, sidewalk use, etc.
- Certificate of Insurance and Indemnification (due to City Clerk's Office within 1 week following notice of event approval)
- Sound Amplification Equipment Registration Statement
- Copy of Health Department approvals and temporary food license (for all food and beverage vendors)
- Liquor Liability Insurance (if serving alcohol)
- Signature Page
- Event Signage (description)
- Driver's License of Applicant

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Mason as an additional insured on all applicable policies, and submit the certificate to the City Clerk's Office no later than one week following notice of the event approval.

Execute an Indemnification Agreement on the sponsoring organizations letterhead and submit it to the City Clerk's Office no later than one week following notice of the event approval.

Comply with all City and County ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies;

Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Special Events Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval may be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

Applicant understands that he/she (or the sponsoring organization) is responsible for contacting the Michigan Liquor Control Commission and/or the County Health Department to secure any and all permits required for this event.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

**Indemnity, Hold Harmless and Insurance Agreement**

In consideration of the closing of the public street and permitting its use by \_\_\_\_\_  
(Name of Company)

on the \_\_\_\_ day of \_\_\_\_\_, 2014, to the fullest extent permitted by law, the

\_\_\_\_\_ agrees to defend, pay on behalf of, indemnify, and hold harmless the  
(Name of Company)

City of Mason, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Mason against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Mason, by reason of personal injury or otherwise, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with (describe event).

\_\_\_\_\_ further agrees to procure and maintain during the life of this  
(Name of Company)  
 agreement, Liability Insurance for events of this nature on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Liability insurance, as described above, shall include an endorsement stating the following shall be additional insureds: The City of Mason, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Mason as additional insured, coverage afforded is considered to be primary and any other insurance the City of Mason may have in effect shall be considered secondary and/or excess.

By: \_\_\_\_\_

Applicant Signature



Date 3/18/15

Complete this application and return it, along with all required documentation, to the City Clerk's Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year.

OFFICE USE:  
Application Receipt Date

Spring filing 2015

closed

SOUTH JEFFERSON STREET

EAST MAPLE STREET

ROBERTSON COMPANY  
GARMENT MANUFACTURE

SOUTH BARNES STREET

EAST ASH STREET

Front 15' to  
10' 0" depth  
to 10' 0" depth

WAS

2015 Edition  
Standard  
10' 0" depth  
to 10' 0" depth



**City of Mason  
Special Events Application**

Complete and return this application to the City Clerk's Office at least 21 calendar days prior to the starting date of the event.  
A new application must be submitted each year.

|  |  |   |   |
|--|--|---|---|
| <b>Event</b>   |  |   |   |
| Event Name: <u>Thursday Night Live Courthouse Concerts</u>   |  |   |   |
| Event Purpose:   |  |   |   |
| <b>Sponsoring Organization Information</b>   |  |   |   |
| Legal Business Name: <u>Mason Area Chamber of Commerce</u>   |  |   |   |
| Address: <u>1488 Ash St.</u>   | City: <u>Mason</u>                                       | State/Zip: <u>MI 48854</u>                        |   |
| Mailing Address: <u>same</u>   | City:  | State/Zip:  |   |
| Telephone: <u>517-676-1046</u>   | Email Address: <u>masonchamber@masonchamber.org</u>      |   |   |
| Contact Name: <u>Doug Klein</u>  | Title: <u>Executive Director</u>                         |   |   |
| Telephone: <u>517-676-1046</u>   | Email Address: <u>above</u>                              |   |   |
| <b>Contact Person on Day of Event</b>  |  |   |   |
| Name: <u>Aleasha Wood</u>  | Title: <u>Program Assistant</u>                          |   |   |
| Address: <u>1488 Ash St.</u>   | City: <u>Mason</u>                                       | State/Zip: <u>MI 48854</u>                        |   |
| Telephone: <u>517-676-1046</u>   | Cell Phone: <u>517-528-2596</u>                          | Email Address: <u>aleashaw@masonchamber.org</u>   |   |
| <b>Type of Event (Check one)</b>   |  |   |   |
| <input type="checkbox"/> City Operated/Sponsored Event   | <input type="checkbox"/> Political or Ballot Issue Event | <input type="checkbox"/> Run Event                |   |
| <input type="checkbox"/> Co-sponsored Event  | <input type="checkbox"/> Wedding                         | <input type="checkbox"/> Other (describe)         |   |
| <input checked="" type="checkbox"/> Non-Profit Event   | <input type="checkbox"/> Block Party                     |   |   |
| <input type="checkbox"/> For Profit Event  | <input type="checkbox"/> Video or Film Production        |   |   |
| <b>Event Information</b>   |  |   |   |
| Event Location(s): <u>Courthouse square</u>  |  |   |   |
| Event Date(s):   |  |   |   |
| <u>Thursdays</u>   | <u>MAY 21</u><br><u>June 4</u><br><u>June 18</u>         | <u>July 2</u><br><u>July 16</u><br><u>July 30</u> | <u>August 13</u><br><u>August 27</u><br><u>Sept. 3*</u><br><u>Sept 17, 2015</u> |
| Event Hours:   |  |   |   |
| <u>* Rain date only</u>  |  |   |   |
| Date/time for set up: <u>4:45 pm</u> <u>see above dates</u>  |  |   |   |
| Date/time for clean up: <u>7:30 pm</u> <u>see above dates</u>  |  |   |   |
| Describe set up and clean up procedures:   |  |   |   |
| Note: <u>Sept. 3 rain date is used only if an earlier concert date is rained out &amp; a concert can be rescheduled.</u> |  |   |   |

Estimated DAILY attendance: 300

Describe crowd control plans for this event:

Describe the Special Event's impact on adjacent commercial and residential property:

A Signature Form must be attached.

Increase traffic on roads & in local businesses.

Will sidewalks be used?  YES  NO

*If yes, include a detailed map outlining the Sidewalks must be accessible for pedestrian traffic.*

Describe sidewalk use:

To get to concert site.

Will street closures be necessary?  YES  NO

*If yes, include a detailed map indicating road closures, emergency vehicle access, and barricade locations.*

Describe street closures:

\* Streets closed: Date/Time:

\* Streets re-open: Date/Time:

Will parking lot closures be necessary?  YES  NO

*If yes, include a detailed map indicating proposed closures and barricade locations*

Describe parking lot closures:

\* Parking lot(s) closed: Date/Time:

\* Parking lot(s) re-open: Date/Time:

What parking arrangements are proposed to accommodate attendance?

Will music be provided/included during the event?  YES  NO

Describe type of music proposed:  Live  Amplification  
 Recorded  Loudspeakers

*Sound Amplification Equipment Registraton Statement must be completed and attached with receipt of payment.*

Will the event require the use of any of the following municipal equipment:

*Sponsoring organization should expect to be charged for use, placement, and maintenance of these items*

\*Sponsoring Organization may be required to supply a dumpster\*

- Trash Receptacles\*      Quantity: \_\_\_\_\_
- Barricades                      Quantity: \_\_\_\_\_
- Traffic Cones                      Quantity: \_\_\_\_\_
- Other (describe): \_\_\_\_\_

Will the following be constructed or located in the event area?

*No stakes of any kind allowed in asphalt.*

| <u>Item</u>                                   | <u>Quantity</u> | <u>Item</u>   | <u>Quantity</u> |
|---|-----------------|---|-----------------|
| <input type="checkbox"/> Booths:              | _____           | <input type="checkbox"/> Tables:                    | _____           |
| <input type="checkbox"/> Tents:               | _____           | <input type="checkbox"/> Rides:                     | _____           |
| <input type="checkbox"/> Awnings:             | _____           | <input type="checkbox"/> Portable Toilets:          | _____           |
| <input checked="" type="checkbox"/> Canopies: | <u>2</u>        | <small>(may be required depending on event)</small> |                 |
| <input type="checkbox"/> Rides:               | _____           | <input type="checkbox"/> Other (describe):          | _____           |

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, portable toilets, rides, routes, etc.

Will the event have kiddie rides, inflatables (i.e. moonwalk), amusement rides, climbing walls, live animals, hot air balloon, etc.?

YES  NO *If yes, additional insurance coverage will be required*

If yes, describe in detail the types of attractions proposed:

Will the event have food, beverage or concessions?  YES  NO

*(Health department approvals and temporary food license requirements)*

Describe:

Optimist club concession (non-profit)

Do you plan to have alcohol served at this event?  YES\*  NO

\* *Include proposed location(s) on event layout*

*If yes, Liquor Liability Insurance is required*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors or visibly impaired individuals.

Do you need electricity for this this event?  YES\*  NO

\* *Include proposed locations on event layout*

If you do not identify all of the proposed locations that need electricity, the City cannot guarantee electricity will be made available for the duration of your event.

Light pole (see map) aerial plug  
& Plug under pine

Do you plan to have special event signs?  Yes  No

*Signs must conform to City ordinances*

**Describe signs, proposed locations, etc.**

Do you plan to have banners?

Yes  No

**Describe banner, location, what it will be attached to.**

**Application Check List** (failure to provide necessary documentation will delay application review and approval)

**Check the following items that are attached:**

- Completed Application
- Event Map (includes detailed event layout for vendors, rides, booths, electrical needs, etc.)
- Detailed Plan showing road closures, sidewalk use, etc.
- Certificate of Insurance and Indemnification (due to City Clerk's Office within 1 week following notice of event approval)
- Sound Amplification Equipment Registration Statement
- Copy of Health Department approvals and temporary food license (for all food and beverage vendors)
- Liquor Liability Insurance (if serving alcohol)
- Signature Page
- Event Signage (description)
- Driver's License of Applicant

**If document is missing, please explain:**

The applicant and sponsoring organization understands and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Mason as an additional insured on all applicable policies, and submit the certificate to the City Clerk's Office no later than one week following notice of the event approval.

Execute an Indemnification Agreement on the sponsoring organizations letterhead and submit it to the City Clerk's Office no later than one week following notice of the event approval.

Comply with all City and County ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies;

Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Special Events Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval may be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

Applicant understands that he/she (or the sponsoring organization) is responsible for contacting the Michigan Liquor Control Commission and/or the County Health Department to secure any and all permits required for this event.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

*Indemnity, Hold Harmless and Insurance Agreement*

In consideration of the closing of the public street and permitting its use by \_\_\_\_\_  
(Name of Company)

on the \_\_\_\_ day of \_\_\_\_\_, 2014, to the fullest extent permitted by law, the

\_\_\_\_\_ agrees to defend, pay on behalf of, indemnify, and hold harmless the  
(Name of Company)

City of Mason, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Mason against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Mason, by reason of personal injury or otherwise, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with (describe event).

\_\_\_\_\_ further agrees to procure and maintain during the life of this  
(Name of Company)  
agreement, Liability Insurance for events of this nature on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Liability insurance, as described above, shall include an endorsement stating the following shall be additional insureds: The City of Mason, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Mason as additional insured, coverage afforded is considered to be primary and any other insurance the City of Mason may have in effect shall be considered secondary and/or excess.

By: \_\_\_\_\_

Applicant Signature



Date 3/18/15

Complete this application and return it, along with all required documentation, to the City Clerk's Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year.

OFFICE USE:  
Application Receipt Date



Thursday Night Live! Courthouse Concert 2015

**City of Mason  
Special Events Application**

Complete and return this application to the City Clerk's Office at least 21 calendar days prior to the starting date of the event.  
A new application must be submitted each year.

|  |  |  |
|--|--|--|
| <b>Event</b>   |  |  |
| Event Name: <i>Independence Day Parade</i>                 |  |  |
| Event Purpose:   |  |  |
| <b>Sponsoring Organization Information</b>                 |  |  |
| Legal Business Name: <i>Mason Area Chamber of Commerce</i> |  |  |
| Address: <i>148 E. Ash St.</i>                             | City: <i>Mason</i>                                       | State/Zip: <i>MI 48854</i>                       |
| Mailing Address: <i>same</i>                               | City:  | State/Zip:                                       |
| Telephone: <i>517-676-1046</i>                             | Email Address: <i>masonchamber@masonchamber.org</i>      |  |
| Contact Name: <i>Doug Klein</i>                            | Title: <i>Executive Director</i>                         |  |
| Telephone: <i>517-676-1046</i>                             | Email Address: <i>above</i>                              |  |
| <b>Contact Person on Day of Event</b>                      |  |  |
| Name: <i>Alaysia Wood</i>                                  | Title: <i>Program Assistant</i>                          |  |
| Address: <i>148 E. Ash St.</i>                             | City: <i>Mason</i>                                       | State/Zip: <i>MI 48854</i>                       |
| Telephone: <i>676-1046</i>                                 | Cell Phone: <i>517-528-2596</i>                          | Email Address: <i>alaysia.w@masonchamber.org</i> |
| <b>Type of Event (Check one)</b>                           |  |  |
| <input type="checkbox"/> City Operated/Sponsored Event     | <input type="checkbox"/> Political or Ballot Issue Event | <input type="checkbox"/> Run Event               |
| <input type="checkbox"/> Co-sponsored Event                | <input type="checkbox"/> Wedding                         | <input type="checkbox"/> Other (describe)        |
| <input checked="" type="checkbox"/> Non-Profit Event       | <input type="checkbox"/> Block Party                     |  |
| <input type="checkbox"/> For Profit Event                  | <input type="checkbox"/> Video or Film Production        |  |
| <b>Event Information</b>                                   |  |  |
| Event Location(s): <i>Courthouse Square</i>                |  |  |
| Event Date(s): <i>Saturday, July 4, 2015</i>               |  |  |
| Event Hours:   |  |  |
| Date/time for set up: <i>6:00 pm July 4, 2015</i>          |  |  |
| Date/time for clean up: <i>8:00 pm July 4, 2015</i>        |  |  |
| Describe set up and clean up procedures:                   |  |  |

Estimated DAILY attendance: 6,000

Describe crowd control plans for this event:

Describe the Special Event's impact on adjacent commercial and residential property:

A Signature Form must be attached.

Increased traffic on roads & in local businesses.  
Sign-up form reminds that candy may not be thrown.

Will sidewalks be used?  YES  NO

If yes, include a detailed map outlining the Sidewalks must be accessible for pedestrian traffic.

Describe sidewalk use:

Viewing parade "

Will street closures be necessary?  YES  NO

If yes, include a detailed map indicating road closures, emergency vehicle access, and barricade locations.

Describe street closures: Parade route: map supplied.

\* Streets closed: Date/Time: 6:00 pm July 4

\* Streets re-open: Date/Time: 8:00 pm July 4

Will parking lot closures be necessary?  YES  NO

If yes, include a detailed map indicating proposed closures and barricade locations

Describe parking lot closures:

\* Parking lot(s) closed: Date/Time:

\* Parking lot(s) re-open: Date/Time:

What parking arrangements are proposed to accommodate attendance?

Will music be provided/included during the event?  YES  NO

Describe type of music proposed:  Live  Amplification  
 Recorded  Loudspeakers

Sound Amplification Equipment Registraton Statement must be completed and attached with receipt of payment.

Will the event require the use of any of the following municipal equipment:

Sponsoring organization should expect to be charged for use, placement, and maintenance of these items

\*Sponsoring Organization may be required to supply a dumpster\*

- Trash Receptacles\*      Quantity: 10
- Barricades      Quantity: \_\_\_\_\_
- Traffic Cones      Quantity: \_\_\_\_\_
- Other (describe): \_\_\_\_\_

Will the following be constructed or located in the event area?

No stakes of any kind allowed in asphalt.

| <u>Item</u>                        | <u>Quantity</u> | <u>Item</u>   | <u>Quantity</u>      |
|------------------------------------|-----------------|---|----------------------|
| <input type="checkbox"/> Booths:   | _____           | <input type="checkbox"/> Tables:                      | _____                |
| <input type="checkbox"/> Tents:    | _____           | <input type="checkbox"/> Rides:                       | _____                |
| <input type="checkbox"/> Awnings:  | _____           | <input type="checkbox"/> Portable Toilets:            | _____                |
| <input type="checkbox"/> Canopies: | _____           | (may be required depending on event)                  |                      |
| <input type="checkbox"/> Rides:    | _____           | <input checked="" type="checkbox"/> Other (describe): | <u>auction truck</u> |

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, portable toilets, rides, routes, etc.

Will the event have kiddie rides, inflatables (i.e. moonwalk), amusement rides, climbing walls, live animals, hot air balloon, etc.?

YES    NO   *If yes, additional insurance coverage will be required*

If yes, describe in detail the types of attractions proposed:

• Children's games  
• Bounce House  
Provided by Mason Railtime Adventure

Will the event have food, beverage or concessions?  YES    NO

*(Health department approvals and temporary food license requirements)*

Describe:

A&W wagon } with own food license  
Optimist wagon }

Do you plan to have alcohol served at this event?    YES\*    NO

\* Include proposed location(s) on event layout

*If yes, Liquor Liability Insurance is required*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors or visibly impaired individuals.

Do you need electricity for this this event?    YES\*    NO

\* Include proposed locations on event layout   SEE map

If you do not identify all of the proposed locations that need electricity, the City cannot guarantee electricity will be made available for the duration of your event.

Do you plan to have special event signs?  Yes  No

*Signs must conform to City ordinances*

**Describe signs, proposed locations, etc.**

Do you plan to have banners?

Yes  No

**Describe banner, location, what it will be attached to.**

**Application Check List** (failure to provide necessary documentation will delay application review and approval)

**Check the following items that are attached:**

- Completed Application
- Event Map (includes detailed event layout for vendors, rides, booths, electrical needs, etc.)
- Detailed Plan showing road closures, sidewalk use, etc.
- Certificate of Insurance and Indemnification (due to City Clerk's Office within 1 week following notice of event approval)
- Sound Amplification Equipment Registration Statement
- Copy of Health Department approvals and temporary food license (for all food and beverage vendors)
- Liquor Liability Insurance (if serving alcohol)
- Signature Page
- Event Signage (description)
- Driver's License of Applicant

**If document is missing, please explain:**

The applicant and sponsoring organization understands and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Mason as an additional insured on all applicable policies, and submit the certificate to the City Clerk's Office no later than one week following notice of the event approval.

Execute an Indemnification Agreement on the sponsoring organizations letterhead and submit it to the City Clerk's Office no later than one week following notice of the event approval.

Comply with all City and County ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies;

Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Special Events Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval may be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

Applicant understands that he/she (or the sponsoring organization) is responsible for contacting the Michigan Liquor Control Commission and/or the County Health Department to secure any and all permits required for this event.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

*Indemnity, Hold Harmless and Insurance Agreement*

In consideration of the closing of the public street and permitting its use by \_\_\_\_\_  
(Name of Company)

on the \_\_\_\_ day of \_\_\_\_\_, 2014, to the fullest extent permitted by law, the

\_\_\_\_\_ agrees to defend, pay on behalf of, indemnify, and hold harmless the  
(Name of Company)

City of Mason, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Mason against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Mason, by reason of personal injury or otherwise, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with (describe event).

\_\_\_\_\_ further agrees to procure and maintain during the life of this  
(Name of Company)  
agreement, Liability Insurance for events of this nature on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Liability insurance, as described above, shall include an endorsement stating the following shall be additional insureds: The City of Mason, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Mason as additional insured, coverage afforded is considered to be primary and any other insurance the City of Mason may have in effect shall be considered secondary and/or excess.

By: 

Applicant Signature

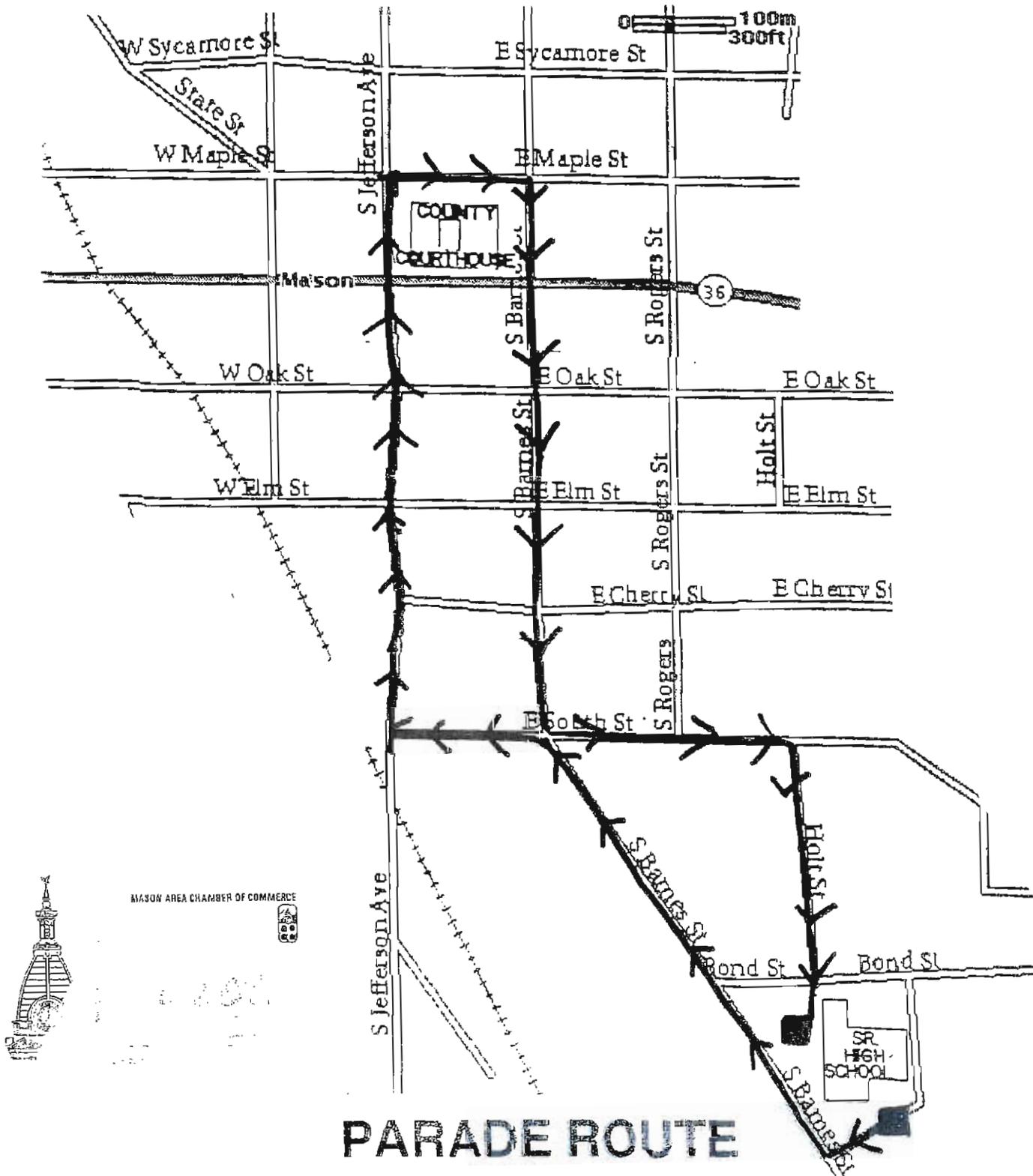
Date 3/18/15

Complete this application and return it, along with all required documentation, to the City Clerk's Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year.

OFFICE USE:  
Application Receipt Date

# Mason Area Chamber of Commerce July 4th Independence Day Celebration

**BY POLICE ORDER:** NO THROWING OF CANDY OR OTHER ITEMS FROM PARADE UNITS IS PERMITTED. WALKERS ONLY MAY WALK TO SIDELINES AND HAND CANDY, ETC. TO SPECTATORS. NO GETTING ON OR OFF UNITS DURING THE PARADE. THE CITY AND CHAMBER ARE NOT LIABLE FOR ANY POLICE CITATIONS OR INJURIES RESULTING FROM VIOLATION OF THIS DIRECTIVE.



**City of Mason  
Special Events Application**

Complete and return this application to the City Clerk's Office at least 21 calendar days prior to the starting date of the event.  
A new application must be submitted each year.

|   |  |   |
|---|--|---|
| <b>Event</b>  |  |   |
| Event Name: <i>Down Home Days Courthouse Show</i>                                 |  |   |
| Event Purpose:  |  |   |
| <b>Sponsoring Organization Information</b>  |  |   |
| Legal Business Name: <i>Mason Area Chamber of Commerce</i>                        |  |   |
| Address: <i>148 E. Ash St.</i>  | City: <i>Mason</i>                                       | State/Zip: <i>48854</i>                         |
| Mailing Address: <i>same</i>  | City:  | State/Zip:                                      |
| Telephone: <i>517-676-1046</i>  | Email Address: <i>masonchamber@masonchamber.org</i>      |   |
| Contact Name: <i>Doug Klein</i>   | Title: <i>Executive Director</i>                         |   |
| Telephone: <i>517-676-1046</i>  | Email Address: <i>above</i>                              |   |
| <b>Contact Person on Day of Event</b>   |  |   |
| Name: <i>Aleasha Wood</i>   | Title: <i>Program Assistant</i>                          |   |
| Address: <i>148 E. Ash St.</i>  | City: <i>Mason</i>                                       | State/Zip: <i>M 48854</i>                       |
| Telephone: <i>676-1046</i>  | Cell Phone: <i>517-528-2596</i>                          | Email Address: <i>aleashaw@masonchamber.org</i> |
| <b>Type of Event (Check one)</b>  |  |   |
| <input type="checkbox"/> City Operated/Sponsored Event                            | <input type="checkbox"/> Political or Ballot Issue Event | <input type="checkbox"/> Run Event              |
| <input type="checkbox"/> Co-sponsored Event                                       | <input type="checkbox"/> Wedding                         | <input type="checkbox"/> Other (describe)       |
| <input checked="" type="checkbox"/> Non-Profit Event                              | <input type="checkbox"/> Block Party                     |   |
| <input type="checkbox"/> For Profit Event   | <input type="checkbox"/> Video or Film Production        |   |
| <b>Event Information</b>  |  |   |
| Event Location(s): <i>Courthouse square</i>                                       |  |   |
| Event Date(s): <i>Saturday, Sept. 19, 2015 (always 3rd Saturday in September)</i> |  |   |
| <b>Event Hours:</b>   |  |   |
| Date/time for set up: <i>6:00 AM Sat, Sept. 19, 2015</i>                          |  |   |
| Date/time for clean up: <i>4:00 PM Sat., Sept. 19, 2015</i>                       |  |   |
| Describe set up and clean up procedures:  |  |   |

Estimated DAILY attendance: 2500

Describe crowd control plans for this event:

Describe the Special Event's impact on adjacent commercial and residential property:

A Signature Form must be attached.

Increased traffic on both roads and in local businesses.

Will sidewalks be used?  YES  NO

If yes, include a detailed map outlining the Sidewalks must be accessible for pedestrian traffic.

Describe sidewalk use: walking from vendor to vendor

Will street closures be necessary?  YES  NO

If yes, include a detailed map indicating road closures, emergency vehicle access, and barricade locations.

Describe street closures: Maple between Jefferson & Barnes

\* Streets closed: Date/Time: 9 A.M. Sat. Sept. 19, 2015

\* Streets re-open: Date/Time: 4-5pm. Sat. Sept. 19, 2015

Will parking lot closures be necessary?  YES  NO

*if yes, include a detailed map indicating proposed closures and barricade locations*

Describe parking lot closures:

\* Parking lot(s) closed: Date/Time:

\* Parking lot(s) re-open: Date/Time:

What parking arrangements are proposed to accommodate attendance?

Will music be provided/included during the event?  YES  NO

Describe type of music proposed:  Live  Amplification  
 Recorded  Loudspeakers

*Sound Amplification Equipment Registraton Statement must be completed and attached with receipt of payment.*

Will the event require the use of any of the following municipal equipment:

*Sponsoring organization should expect to be charged for use, placement, and maintenance of these items*

\*Sponsoring Organization may be required to supply a dumpster\*

- Trash Receptacles\*      Quantity: 8
- Barricades                      Quantity: 2
- Traffic Cones                      Quantity: \_\_\_\_\_
- Other (describe): \_\_\_\_\_

Will the following be constructed or located in the event area?

*No stakes of any kind allowed in asphalt.*

| <u>Item</u>                                   | <u>Quantity</u> | <u>Item</u>   | <u>Quantity</u> |
|---|-----------------|---|-----------------|
| <input checked="" type="checkbox"/> Booths:   | _____           | <input checked="" type="checkbox"/> Tables:           | _____           |
| <input type="checkbox"/> Tents:               | _____           | <input type="checkbox"/> Rides:                       | _____           |
| <input checked="" type="checkbox"/> Awnings:  | _____           | <input checked="" type="checkbox"/> Portable Toilets: | _____           |
| <input checked="" type="checkbox"/> Canopies: | _____           | <small>(may be required depending on event)</small>   |                 |
| <input type="checkbox"/> Rides:               | _____           | <input type="checkbox"/> Other (describe):            | _____           |

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, portable toilets, rides, routes, etc.

Will the event have kiddie rides, inflatables (i.e. moonwalk), amusement rides, climbing walls, live animals, hot air balloon, etc.?

YES    NO   *If yes, additional insurance coverage will be required*

If yes, describe in detail the types of attractions proposed:

• children's games  
• Bounce house  
Provided by Mason Railtime Adventures

Will the event have food, beverage or concessions?    YES    NO

*(Health department approvals and temporary food license requirements)*

Describe:

Individual food vendors, each holding their own food license.

Do you plan to have alcohol served at this event?    YES\*    NO

*\* Include proposed location(s) on event layout*

*If yes, Liquor Liability Insurance is required*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors or visibly impaired individuals.

Do you need electricity for this this event?    YES\*    NO

*\* Include proposed locations on event layout*

If you do not identify all of the proposed locations that need electricity, the City cannot guarantee electricity will be made available for the duration of your event.

Electricity needed:  
1) along Barnes for food vendors  
2) along Maple Street for entertainment & food vendors.

Do you plan to have special event signs?  Yes  No

*Signs must conform to City ordinances*

Describe signs, proposed locations, etc.

Do you plan to have banners?

Yes  No

Describe banner, location, what it will be attached to.

**Application Check List** (failure to provide necessary documentation will delay application review and approval)

Check the following items that are attached:

- Completed Application
- Event Map (includes detailed event layout for vendors, rides, booths, electrical needs, etc.)
- Detailed Plan showing road closures, sidewalk use, etc.
- Certificate of Insurance and Indemnification (due to City Clerk's Office within 1 week following notice of event approval)
- Sound Amplification Equipment Registration Statement
- Copy of Health Department approvals and temporary food license (for all food and beverage vendors)
- Liquor Liability Insurance (if serving alcohol)
- Signature Page
- Event Signage (description)
- Driver's License of Applicant

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Mason as an additional insured on all applicable policies, and submit the certificate to the City Clerk's Office no later than one week following notice of the event approval.

Execute an Indemnification Agreement on the sponsoring organizations letterhead and submit it to the City Clerk's Office no later than one week following notice of the event approval.

Comply with all City and County ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies;

Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Special Events Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval may be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

Applicant understands that he/she (or the sponsoring organization) is responsible for contacting the Michigan Liquor Control Commission and/or the County Health Department to secure any and all permits required for this event.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

**Indemnity, Hold Harmless and Insurance Agreement**

In consideration of the closing of the public street and permitting its use by \_\_\_\_\_  
(Name of Company)  
on the \_\_\_\_ day of \_\_\_\_\_, 2014, to the fullest extent permitted by law, the

\_\_\_\_\_ agrees to defend, pay on behalf of, indemnify, and hold harmless the  
(Name of Company)

City of Mason, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Mason against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Mason, by reason of personal injury or otherwise, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with (describe event).

\_\_\_\_\_ further agrees to procure and maintain during the life of this  
(Name of Company)  
agreement, Liability Insurance for events of this nature on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Liability insurance, as described above, shall include an endorsement stating the following shall be additional insureds: The City of Mason, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Mason as additional insured, coverage afforded is considered to be primary and any other insurance the City of Mason may have in effect shall be considered secondary and/or excess.

By: \_\_\_\_\_

Applicant Signature



Date 3/18/15

Complete this application and return it, along with all required documentation, to the City Clerk's Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year.

OFFICE USE:  
Application Receipt Date

LICENSING BOARD 12 9 20 2012

SOUTH JEFFERSON STREET

~~Closed~~

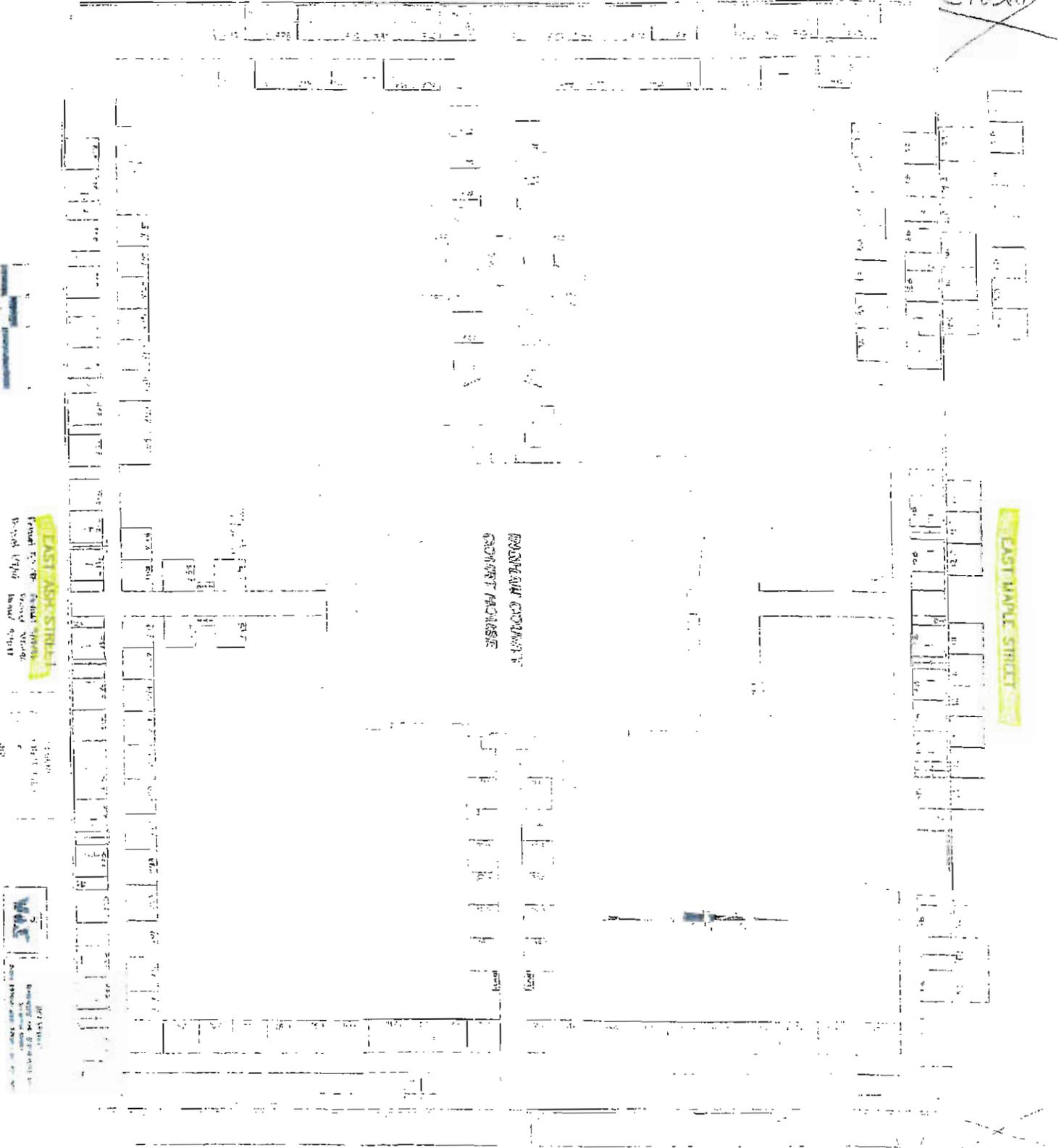
EAST WABASH STREET  
Front Street  
Second Street  
Third Street  
Fourth Street

EAST WABASH STREET

BOHEMIAN COURT  
COURT HOUSE

SOUTH BARKER STREET

WABASH  
1001 N. WABASH ST.  
CHICAGO, IL 60642  
Tel: (773) 329-1234



**City of Mason  
Special Events Application**

Complete and return this application to the City Clerk's Office at least 21 calendar days prior to the starting date of the event.  
A new application must be submitted each year.

|   |  |   |
|---|--|---|
| <b>Event</b>  |  |   |
| Event Name: <sup>Mason</sup> Holiday Celebration Lighted Parade |  |   |
| Event Purpose:  |  |   |
| <b>Sponsoring Organization Information</b>                      |  |   |
| Legal Business Name: Mason Area Chamber of Commerce             |  |   |
| Address: 148 E. Ash St.   | City: Mason  | State/Zip: <sup>MI</sup> 48854            |
| Mailing Address: same   | City:  | State/Zip:                                |
| Telephone: 517-676-1046   | Email Address: masonchamber@masonchamber.org             |   |
| Contact Name: Doug Klein  | Title: Executive Director                                |   |
| Telephone: 517-676-1046   | Email Address: above                                     |   |
| <b>Contact Person on Day of Event</b>                           |  |   |
| Name: Aleasha Wood  | Title: Program Assistant                                 |   |
| Address: 148 E. Ash St.   | City: Mason  | State/Zip: <sup>MI</sup> 48854            |
| Telephone: 676-1046   | Cell Phone: 517-528-2546                                 | Email Address: aleasha@masonchamber.org   |
| <b>Type of Event (Check one)</b>                                |  |   |
| <input type="checkbox"/> City Operated/Sponsored Event          | <input type="checkbox"/> Political or Ballot Issue Event | <input type="checkbox"/> Run Event        |
| <input type="checkbox"/> Co-sponsored Event                     | <input type="checkbox"/> Wedding                         | <input type="checkbox"/> Other (describe) |
| <input checked="" type="checkbox"/> Non-Profit Event            | <input type="checkbox"/> Block Party                     |   |
| <input type="checkbox"/> For Profit Event                       | <input type="checkbox"/> Video or Film Production        |   |
| <b>Event Information</b>  |  |   |
| Event Location(s): Courthouse square                            |  |   |
| Event Date(s): Friday, Nov. 27, 2015                            |  |   |
| Event Hours:  |  |   |
| Date/time for set up: 6:00pm Fri Nov. 27, 2015                  |  |   |
| Date/time for clean up: 8:00pm Fri. Nov. 27, 2015               |  |   |
| Describe set up and clean up procedures:                        |  |   |

Estimated DAILY attendance: 4,000

Describe crowd control plans for this event:

Describe the Special Event's impact on adjacent commercial and residential property:

A Signature Form must be attached.

Increased traffic on roads & in local businesses

Will sidewalks be used?  YES  NO

If yes, include a detailed map outlining the Sidewalks must be accessible for pedestrian traffic.

Describe sidewalk use:

Viewing parade

Will street closures be necessary?  YES  NO

If yes, include a detailed map indicating road closures, emergency vehicle access, and barricade locations.

Describe street closures: See map

\* Streets closed: Date/Time: 6:00 pm Fri Nov. 27, 2015

\* Streets re-open: Date/Time: 7:30 pm Fri. Nov 27, 2015

Will parking lot closures be necessary?  YES  NO

If yes, include a detailed map indicating proposed closures and barricade locations

Describe parking lot closures: Bond park for parade staging

\* Parking lot(s) closed: Date/Time: Bond park 5:30pm . . . . .

\* Parking lot(s) re-open: Date/Time: Bond park 7:00 pm . . . . .

What parking arrangements are proposed to accommodate attendance?

Will music be provided/included during the event?  YES  NO

Describe type of music proposed:  Live  Amplification  
 Recorded  Loudspeakers

Sound Amplification Equipment Registraton Statement must be completed and attached with receipt of payment.

Will the event require the use of any of the following municipal equipment:

Sponsoring organization should expect to be charged for use, placement, and maintenance of these items

\*Sponsoring Organization may be required to supply a dumpster\*

- Trash Receptacles\* Quantity: 10
- Barricades Quantity: \_\_\_\_\_
- Traffic Cones Quantity: enough to block parking on Barnes, Maple, Jefferson Sec 2222
- Other (describe): \_\_\_\_\_

Will the following be constructed or located in the event area?

No stakes of any kind allowed in asphalt.

| <u>Item</u>                        | <u>Quantity</u> | <u>Item</u>   | <u>Quantity</u>                 |
|------------------------------------|-----------------|---|---------------------------------|
| <input type="checkbox"/> Booths:   | _____           | <input type="checkbox"/> Tables:                      | _____                           |
| <input type="checkbox"/> Tents:    | _____           | <input type="checkbox"/> Rides:                       | _____                           |
| <input type="checkbox"/> Awnings:  | _____           | <input type="checkbox"/> Portable Toilets:            | _____                           |
| <input type="checkbox"/> Canopies: | _____           | <small>(may be required depending on event)</small>   |                                 |
| <input type="checkbox"/> Rides:    | _____           | <input checked="" type="checkbox"/> Other (describe): | <u>Shovel and tractor truck</u> |

You must attach a plan of the proposed layout. Include the proposed location of booths, tents, tables, portable toilets, rides, routes, etc.

Will the event have kiddie rides, inflatables (i.e. moonwalk), amusement rides, climbing walls, live animals, hot air balloon, etc.?

YES  NO *If yes, additional insurance coverage will be required*

If yes, describe in detail the types of attractions proposed:

Will the event have food, beverage or concessions?  YES  NO

*(Health department approvals and temporary food license requirements)*

**Describe:**

*A&W & Optimist food cart/truck with own food license.*

Do you plan to have alcohol served at this event?  YES\*  NO

*\* Include proposed location(s) on event layout*

*if yes, Liquor Liability Insurance is required*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors or visibly impaired individuals.

Do you need electricity for this this event?  YES\*  NO *See map.*

*\* Include proposed locations on event layout*

If you do not identify all of the proposed locations that need electricity, the City cannot guarantee electricity will be made available for the duration of your event.

Do you plan to have special event signs?  Yes  No

*Signs must conform to City ordinances*

Describe signs, proposed locations, etc.

Do you plan to have banners?

Yes  No

Describe banner, location, what it will be attached to.

**Application Check List** (failure to provide necessary documentation will delay application review and approval)

Check the following items that are attached:

- Completed Application
- Event Map (includes detailed event layout for vendors, rides, booths, electrical needs, etc.)
- Detailed Plan showing road closures, sidewalk use, etc.
- Certificate of Insurance and Indemnification (due to City Clerk's Office within 1 week following notice of event approval)
- Sound Amplification Equipment Registration Statement
- Copy of Health Department approvals and temporary food license (for all food and beverage vendors)
- Liquor Liability Insurance (if serving alcohol)
- Signature Page
- Event Signage (description)
- Driver's License of Applicant

If document is missing, please explain:

The applicant and sponsoring organization understands and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Mason as an additional insured on all applicable policies, and submit the certificate to the City Clerk's Office no later than one week following notice of the event approval.

Execute an Indemnification Agreement on the sponsoring organizations letterhead and submit it to the City Clerk's Office no later than one week following notice of the event approval.

Comply with all City and County ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies;

Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Special Events Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval may be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

Applicant understands that he/she (or the sponsoring organization) is responsible for contacting the Michigan Liquor Control Commission and/or the County Health Department to secure any and all permits required for this event.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

*Indemnity, Hold Harmless and Insurance Agreement*

In consideration of the closing of the public street and permitting its use by \_\_\_\_\_  
(Name of Company)

on the \_\_\_\_ day of \_\_\_\_\_, 2014, to the fullest extent permitted by law, the

\_\_\_\_\_ agrees to defend, pay on behalf of, indemnify, and hold harmless the  
(Name of Company)

City of Mason, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Mason against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Mason, by reason of personal injury or otherwise, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with (describe event).

\_\_\_\_\_ further agrees to procure and maintain during the life of this  
(Name of Company)

agreement, Liability Insurance for events of this nature on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Liability insurance, as described above, shall include an endorsement stating the following shall be additional insureds: The City of Mason, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Mason as additional insured, coverage afforded is considered to be primary and any other insurance the City of Mason may have in effect shall be considered secondary and/or excess.

By: \_\_\_\_\_

Applicant Signature

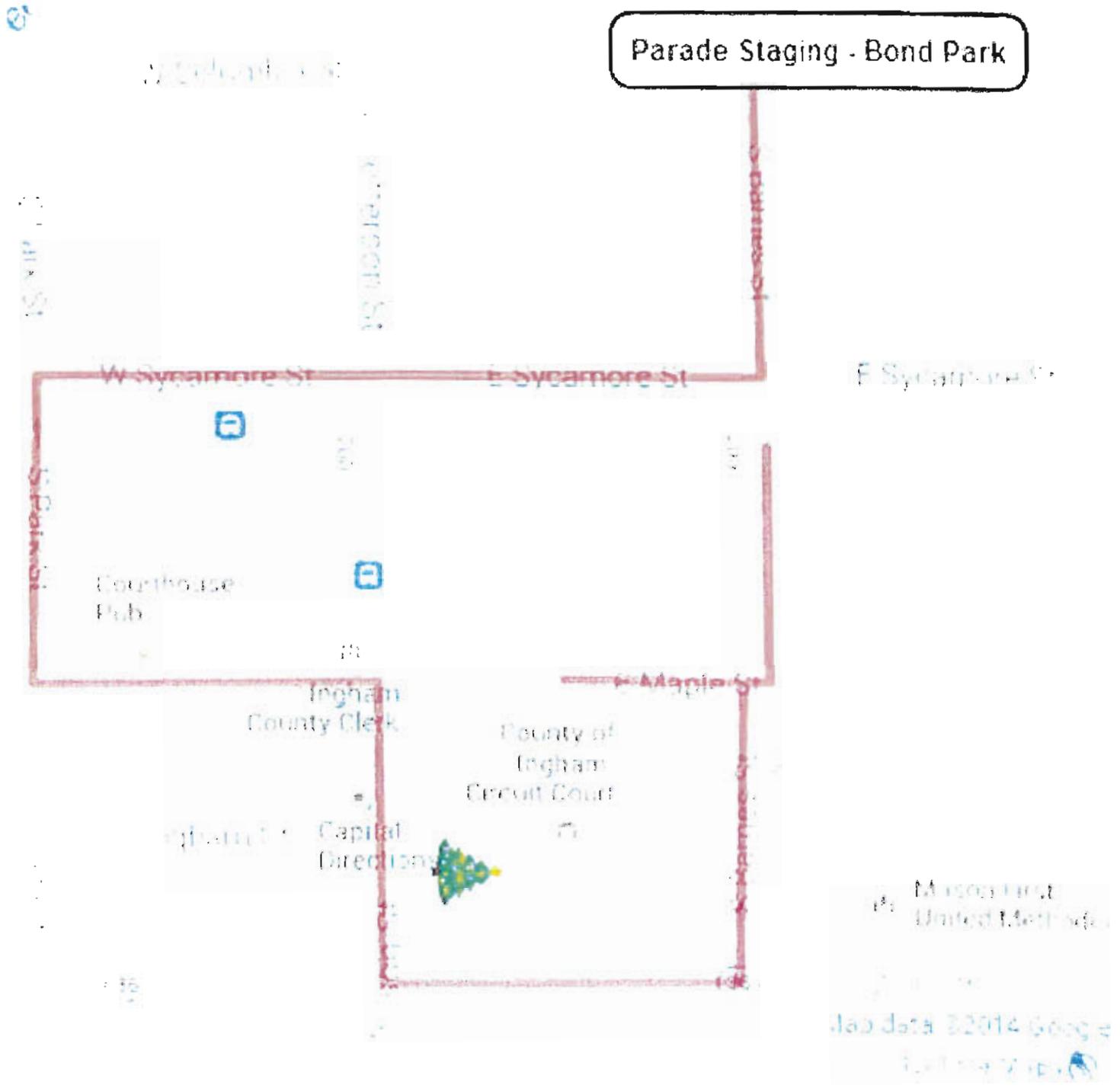
Date 3/18/15

Complete this application and return it, along with all required documentation, to the City Clerk's Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year.

OFFICE USE:  
Application Receipt Date

April 2014

# 2014 Lighted Holidays Parade Route





# Mason Police Department

201 W. Ash St.  
P.O. Box 370  
Mason, MI 48854-0370

JOHN STRESSMAN  
Chief of Police

Office: (517) 676-2458  
Fax: (517) 244-9024  
MASON\_PD@ingham.org

## MEMORANDUM

To: Deborah Cwierniewicz

From: Sgt Ed Hude *EH*

Date: April 10, 2015

Ref: Mason Chamber of Commerce event requests

I have had an opportunity to review the five special events applications submitted by the Chamber of Commerce. The five events are as follows:

1. Spring Fling
2. Thursday Night Live Concerts
3. Independence Day Parade
4. Down Home Days Court House Show
5. Mason Holiday Celebration Lighted Parade

I have met with Mr. Ken Baker, Director of Public Works and the City Engineer Don Heck to discuss the 2015 Mason street construction schedule. I have also met with the Mr. Daniel Troia, Engineer and Jim Hartman, Signal/Sign Supervisor of the Ingham County Department of Transportation and Roads regarding the 2015 Kipp Road construction project. I have been assured that the, South Cedar Street construction under direction of the City of Mason will not interfere with the 4<sup>th</sup> of July Parade detour route. I have also been assured by Mr. Troia that Kipp Road will be open for the detour route for the 4<sup>th</sup> of July Parade and not under construction for that week. It is anticipated that the Kipp Road construction will start mid July 2015.

The only other change will be the parade route and detour route for the 2015 Holiday Parade, which has been worked out with Chamber Representative Aleasha Wood.

With the changes to the Holiday Parade route, the Police Department has no objections to the requests provided that all necessary insurance information is provided as requested by The City Clerks Office and or any other Department.

I have included a copy of the revised 2015 Street Construction break down dated April 9, 2015. As a side note please keep in mind that the Kipp Road Construction will affect access to the Kipp Road entrance to the Ingham County Fairgrounds.



## Memo

To: All Departments  
From: Kenneth Baker, Director of Public Works  
Date: April 9, 2015  
Re: 2015 Street construction break down.

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Below is a breakdown of the streets to be reconstructed in the 2015 Street construction season:

Washington Street from Ash to Maple Street (4/13 - 6/3)

Lansing Street from Ash to Maple Street (4/13 - 5/5)

Cherry Street spot repair (4/13 - 6/3)

Maple Street from Rogers street to Temple Street (5/5 - 10/5)

Phase I: Maple Street – Temple Street to Lawton Street

Phase II: Maple Street – Rogers Street to Lawton Street

Alley reconstruction from Jefferson Street to Barnes Street (Bid opening April 14, 2015)

Cedar Street from the Willow Creek Bridge to Oak Street (Bid out after July; MDOT funding)

Ingham County will reconstruct Kipp road from Cedar Street to Dexter trail after July 1. (Bid date MDOT funding)

Pat Turner will be the Wolverine representative for the first 5 weeks of the project (517-676-9200) and Marty Sekrenes will be the field superintendent for the remainder (517-204-2179).

**CITY OF MASON**  
**STAFF AGENDA REPORT TO CITY COUNCIL**

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**Meeting Date:** April 20, 2015

**Agenda Item:** 8D

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**AGENDA ITEM**

Motion – Mason Lions Club – Use of Public Right-of-Way for White Cane Drive

**EXHIBITS**

- Letter of Request

**STAFF REVIEW**

Administration

**SUMMARY STATEMENT**

The Mason Lions Club is requesting permission to use the public right-of-way for their annual White Cane Drive on the sidewalks of Mason.

**RECOMMENDED ACTION**

Move to approve the Mason Lions Club's request to use the public right-of-way for their annual White Cane Drive on the sidewalks of Mason Friday, April 24 and Saturday, April 25.



Mason Lions Club  
2576 Tuttle Road  
Mason, Michigan 48854-9221

April 2, 2015

**RECEIVED**

**APR 06 2015**

**CITY ADMINISTRATOR**

Mason City Council  
201 West Ash Street  
Mason, Michigan 48854

Dear Council Members:

Lions Clubs International has set the week of April 26 through May 2 as Lions White Cane Week for 2015, and the State of Michigan has issued a proclamation with the same message. White Cane week is in recognition of those who depend on white canes and guide dogs to pursue a meaningful and independent life. The White Cane Drive serves both to raise funds to assist needy Mason-area residents with vision exams and glasses, and to increase awareness of services of the Lions organization.

The Mason Lions Club is planning to conduct its White Cane Drive on the sidewalks of Mason on Friday, April 24 and Saturday, April 25.

We would appreciate your support for this worthwhile project in the form of written permission for this fund raiser on these dates.

We thank you for your past support and look forward to continuing the same. Please reply to the address above.

Sincerely,

Lion Karen G. Routson  
Secretary, Mason Lions Club



ON BEHALF OF THE PEOPLE OF MICHIGAN

I, Rick Snyder, governor of Michigan, do hereby proclaim  
April 26 - May 2, 2015

**WHITE CANE WEEK**

**WHEREAS**, the Lions Club of Michigan is an organization dedicated to enhancing the quality of life for all people, especially Michiganders who are blind or visually impaired, providing opportunities for these individuals to achieve greater independence; and,

**WHEREAS**, the white cane has become an international symbol, identifying individuals who are blind or visually impaired and alerting Michigan drivers to observe caution for the safety of drivers and blind pedestrians alike; and,

**WHEREAS**, for the past three decades, White Cane Week efforts have supported projects and organizations that benefit people who are blind or visually impaired, and helped provide eye examinations, eyeglasses and white canes to those in need; and,

**WHEREAS**, during this week, we encourage citizens throughout Michigan to learn more about White Cane Week and to support projects and services that facilitate the independence of blind or visually impaired citizens; we recognize the dedicated volunteers of the Lions Club of Michigan for their continued tradition of community service;

**NOW, THEREFORE**, I, Rick Snyder, governor of Michigan, do hereby proclaim April 26 through May 2, 2015 as White Cane Week in Michigan.

  
Rick Snyder  
Governor



# CITY OF MASON

## STAFF AGENDA REPORT TO CITY COUNCIL

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**Meeting Date:** April 20, 2015

**Agenda Item: 9A**

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### **AGENDA ITEM**

Ordinance No. 199 – An Ordinance to Amend the Use District Map

### **EXHIBITS**

- Ordinance No. 199
- Planning Commission Resolution No. 2015-01

### **STAFF REVIEW**

Zoning & Development Director

### **SUMMARY STATEMENT**

Before you is a recommendation from the Planning Commission to rezone 1.09 acres of land from O-1 Office to C-1 Central Commercial. The area requested to be rezoned is the westerly 1.09 acres of land immediately east of the Jackson and Lansing Railroad between West Maple Street and West Ash Street. The property is currently owned by Dart Bank. Their request to rezoning the property will allow them to reconstruct their bank facilities, including drive-thru, and remove many of the cumbersome development standards associated with the O-1 Office zoning district. The ordinance has been reviewed and approved as to form by the City Attorney.

At the recommendation of the Planning Commission, this ordinance is in form for introduction and first reading.

### **RECOMMENDED ACTION**

Move to introduce Ordinance No. 199 and read for the first time.

Introduced/First Reading: \_\_\_\_\_  
Second Reading/Adoption: \_\_\_\_\_  
Effective: \_\_\_\_\_

**CITY OF MASON  
ORDINANCE NO. 199**

**AN ORDINANCE TO AMEND THE USE DISTRICT MAP, AS ADOPTED PURSUANT TO SECTION 94-62 OF THE MASON CODE, TO REZONE 1.09 ACRES OF LAND AFFECTING MULTIPLE PROPERTIES HAVING THE FOLLOWING PARCEL NUMBERS AND ADDRESSES 222 W. ASH ST. (PARCEL # 33-19-10-08-235-026), 237 W. MAPLE ST. (PARCEL # 33-19-10-08-234-004), 241 W. MAPLE ST (PARCEL # 33-19-10-08-235-003), 245 & 247 W. MAPLE ST. (PARCEL # 33-19-10-08-235-002), AND LOTS 4 AND 5, BLOCK 44 ORIGINAL PLAT OF THE CITY OF MASON, INGHAM COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 37 OF DEEDS, PAGE 234, INGHAM COUNTY RECORDS FROM O-1 OFFICE TO C-1 CENTRAL BUSINESS**

THE CITY OF MASON ORDAINS: The zoning map of the City of Mason adopted by Section 94-62 of Chapter 94 of the Mason City Code, being the zoning code of the City of Mason, is hereby amended as follows:

That property area subject to rezoning is legally described as: Lots 1, 2, 3, 4 and 5, Block 44, Original Plan of the City of Mason, Ingham County, Michigan as recorded in Liber 37 of Deeds, page 234, Ingham County records; and

THE CITY OF MASON FURTHER ORDAINS: That the requested rezoning is consistent with standards of approval for zoning ordinance amendments listed in Section 94-396(a) of the Mason Zoning Ordinance; and

THE CITY OF MASON FURTHER ORDAINS: That the Planning Commission at its April 14, 2015, meeting adopted Resolution No. 2015-01 recommending adoption of this ordinance; and

THE CITY OF MASON FURTHER ORDAINS: That the municipal water, sanitary sewer and storm sewer currently serve and are adequate for the site considering the proposed zoning district; and

THE CITY OF MASON FURTHER ORDAINS: That the official zoning map shall be marked evidencing this change, and that the City Clerk shall enter on the Official Zoning Map this ordinance number and the date of adoption thereof, and shall maintain a file containing a copy of this ordinance and map thereto attached; and

THE CITY OF MASON FURTHER ORDAINS: That the City Engineer is hereby directed to make the necessary corrections to the zoning district map evidencing this zoning change, including this ordinance number and the date of adoption thereof; and

THE CITY OF MASON FURTHER ORDAINS: That this ordinance shall become effective twenty days after its adoption, but not before it is published; and

THE CITY OF MASON FURTHER ORDAINS: That this ordinance shall be published within fifteen days after its adoption.

The foregoing Ordinance was moved for adoption by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_ with a vote thereon being: YES ( ) NO ( ), at a regular meeting of the City Council held pursuant to public notice in compliance with the Michigan Open Meetings Act, on the \_\_\_ day of \_\_\_\_\_, 2015.

Ordinance No. 199 declared adopted this \_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mike Waltz, Mayor

\_\_\_\_\_  
Deborah J. Cwierniewicz, City Clerk

Introduced: Sabbadin  
Seconded: Hude

**CITY OF MASON  
PLANNING COMMISSION RESOLUTION NO. 2015-01**

**A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL ADOPT  
ORDINANCE NO. 199 (DART BANK REZONING)**

**April 14, 2015**

**WHEREAS**, a rezoning request has been received from Dart Bank to rezone 222 W. Ash St. (Parcel # 33-19-10-08-235-026), 237 W. Maple St. (Parcel # 33-19-10-08-234-004), 241 W. Maple St (Parcel # 33-19-10-08-235-003), 245 & 247 W. Maple St. (Parcel # 33-19-10-08-235-002), and Lots 4 and 5, Block 44 Original Plat Of The City Of Mason, Ingham County, Michigan, according to the plat thereof as recorded in Liber 37 of Deeds, page 234, Ingham County records from O-1 Office to C-1 Central Business; and

**WHEREAS**, the area subject to rezoning is legally described as: Lots 1, 2, 3, 4 and 5, Block 44, Original Plan of the City of mason, Ingham County, Michigan as recorded in Liber 37 of Deeds, page 234, Ingham County records; and

**WHEREAS**, The request to rezone is consistent with the standards of approval for zoning ordinance amendments listed in Section 94-396(a) of the Mason zoning ordinance, based on the following findings of fact:

1. That the request to rezone the property is consistent with Objective #4 and #13 of the Commercial Development Goal of Chapter Two of the Master Plan.
2. That the request to rezone the property is consistent with "downtown center" area description of the Commercial Areas component of the Future Land Use Strategy in Chapter Three of the Master Plan.
3. That the subject property is currently served by the necessary public utilities
4. That there are no significant negative environmental impacts related to the rezoning request.
5. That the land uses permitted in the C-1 Central Business zoning district will not adversely affect the value of the surrounding property; and

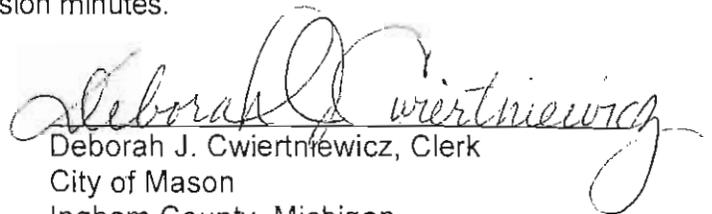
**NOW THEREFORE BE IT RESOLVED**, that the City of Mason Planning Commission does hereby recommend that the City Council adopt Ordinance No. 199 to rezone 1.09 acres of land as described from O-1 Office to C-1 Central Business.

Yes (8) Brown, Hagle, Hude, Fischer, Reeser, Sabbadin, Scott, Waxman

No (0)

Absent (1) Barna

**CLERK'S CERTIFICATION:** I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Planning Commission at its regular meeting held Tuesday, April 14, 2015, the original of which is part of the Planning Commission minutes.

  
Deborah J. Cwierniewicz, Clerk  
City of Mason  
Ingham County, Michigan

# CITY OF MASON

## STAFF AGENDA REPORT TO CITY COUNCIL

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Meeting Date: April 20, 2015

Agenda Item: 9B

---

### **AGENDA ITEM**

Resolution No. 2015-17 – Authorization to Award the Reconstruction of Alley Behind 124/140 East Ash Street

### **EXHIBITS**

Letter from Wolverine Engineering

### **STAFF REVIEW**

Department of Public Works

### **SUMMARY STATEMENT**

The City of Mason went out to public bid for the replacement of the storm and sanitary sewers in the alley behind 124/140 East Ash Street. The City of Mason received five bids on April 14, 2015. Below is a breakdown of the three low bidders.

- Mauldon Construction      \$151,197.50
- Reith Riley                      \$165,040.30
- TCI Construction              \$199,954.50

### **RECOMMENDED ACTION**

Approve Resolution No. 2015-17 to award the reconstruction of the alley behind 124/140 East Ash Street, which includes storm and sanitary sewers, to Mauldon Brothers Construction for \$151,197.50

Introduced:  
Second:

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2015-17**

**AUTHORIZATION TO AWARD THE RECONSTRUCTION OF ALLEY BEHIND 124/140  
EAST ASH STREET WHICH INCLUDES THE REPLACEMENT OF THE STORM AND  
SANITARY SEWERS**

**APRIL 20, 2015**

**WHEREAS**, the City of Mason went out to public bid for the reconstruction of the alley behind 124/140 East Ash Street which includes the storm and sanitary sewers; and

**WHEREAS**, bids were received and publicly opened on April 14, 2015; and

**WHEREAS**, the low bidder is Mauldon Brothers Construction with a bid of \$151,197.50.

**BE IT HEREBY RESOLVED**, that the Mason City Council approves the expenditures as part of the Fiscal Year 2014-2015 Budget of \$151,197.50 for the reconstruction of the alley behind 124/140 East Ash Street, which includes the storm and sanitary sewers, and authorizes the City Administrator signature authority.

Yes: ( )

No: ( )

**CLERK'S CERTIFICATION:** I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Monday, April 20, 2015, the original of which is part of the City Council minutes.

---

Deborah J. Cwierniewicz, City Clerk  
City of Mason  
Ingham County, Michigan



April 14, 2015

Mr. Ken Baker, Director – Department of Public Works  
City of Mason  
201 W. Ash Street  
Mason, MI 48854

RE: City of Mason-Mason Alley-Sewer Reconstruction (Jefferson to Barnes-Between  
Ash and Oak)

Dear Mr. Baker:

On Tuesday, April 14, 2015, the City of Mason received and publicly opened and read aloud 5 bids for City of Mason- Mason Alley-Sewer Reconstruction (Jefferson to Barnes-Between Ash and Oak). We have attached a copy of the Bid Tabulation for your reference. The three low bids are as follows:

|                               |              |
|-------------------------------|--------------|
| Mauldon Brothers Construction | \$151,197.50 |
| Rieth-Riley Construction Co.  | \$165,040.30 |
| TCL, Inc. of Michigan         | \$199,954.50 |

The low bidder, Mauldon Brothers Construction, is known to us and has worked on several projects with Wolverine and the City of Mason in the past. Based upon our knowledge and working relationship with Mauldon Brothers Construction, we recommend award of a contract in the amount of \$151,197.50, for the City of Mason- Mason Alley-Sewer Reconstruction (Jefferson to Barnes-Between Ash and Oak).

Enclosed are five (5) copies of the Notice of Award form for your signature and return to us if the Council concurs with our recommendation. We will then forward the Notice of Award, contract, bonds and insurance requirements to Mauldon Brothers Construction to complete and return to us for further processing.

If you have any questions or require additional information, please do not hesitate to call.

Sincerely,

WOLVERINE ENGINEERS AND SURVEYORS, INC.

Donald B. Heck, P.E.

Encl.

DBH:dbh

**CITY OF MASON**  
**STAFF AGENDA REPORT TO CITY COUNCIL**

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**Meeting Date:** April 20, 2015

**Agenda Item: 9C**

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**AGENDA ITEM**

Motion – Request to Occupy the City Right-of-Way

**EXHIBITS**

- Letter of Request dated March 26, 2015 from Nicole Austin, Manager of good bites
- Memorandum dated March 27, 2015 from Sgt. Edward Hude
  1. Attachment – Traverse City: Chapter 865 Mobile Food Vending
  2. Attachment – National League of Cities: Food on Wheels: Mobile Vending Goes Mainstream
  3. Attachment – National League of Cities Issue Paper: Mark's Carts
- Memorandum dated March 30, 2015 from Fire Chief Kerry Minshall
- Memorandum dated April 20, 2015 from City Clerk Deborah Cwierniewicz

**STAFF REVIEW**

Office of the City Clerk

**SUMMARY STATEMENT**

A letter of request was submitted on March 26, 2015 by good bites Manager Nicole Austin to obtain permission to park the good bites food truck in the downtown parking space on Jefferson Street in front of Bad Brewing. The objective is to operate up to three days a week serving lunch and dinner, including an amount of time to set up prior to opening. Fire Chief Kerry Minshall, Police Department Sgt. Edward Hude, and City Clerk Deborah Cwierniewicz have provided comments on their review for the request.

It is the recommendation of staff to deny the request at this time to avoid setting precedence, and to allow review of the matter to compile and enact an ordinance regulating mobile and cart food vending.

**RECOMMENDED ACTION**

Council's pleasure.

good bites  
98 Primrose Ln  
Mason, MI 48854

26 March 2015

Mike Waltz  
Mayor  
Mason City Council  
201 West Ash St  
Mason, MI 48854

Dear Mr Waltz and Colleagues,

I am a member of the Good Bites food truck team here in downtown Mason. We opened our doors in May of 2014 serving fare made from ingredients sourced from local farmers. Our farmers include Dennis Greenman, Titus Farms, Giving Tree Farms, Stella Emens and others. We also purchase meat and poultry from Darrell's, Ham Sweet, Schneider's of Westphalia, Mert's Meats, and others. We commissioned Jon Whitney, a local potter, to produce plates for service inside BAD Brewing. We have been well received by the community and have a number of regulars who visit us at the brewery.

Currently we are parked down the alley behind BAD Brewing, virtually invisible from the street. We have been in operation for almost a year, and there are many Masonites who do not know we are here! It takes about two hours to set the truck up and get everything up to safe cooking and serving temperature. Setting the truck up before moving it is very unsafe. Our fryer alone has to be at a temperature of 350-450° depending on what we're making. We would like to park on the street in front of the brewery up to three days a week, with enough time to set up and operate for lunch and dinner, and returning to our parking spot behind the brewery at the close of business each day. Our truck would be situated so customers would be able to use the sidewalk to walk up to the window to order their food and bring it into the brewery or take it and walk around downtown. We feel that this would be a benefit to our business and in turn, add another draw to downtown.

We have a Peddler's Permit that was issued in 2014 and will be renewing it for 2015. It is our hope that parking on the street downtown would be covered by this permit. We would not be blocking the view for drivers coming out of the alley between Kean's and BAD, as the alley is a one way. We would leave the space in the same condition we found it. We ask your permission to grant our business the opportunity to further engage with the community. I will be available to answer any questions at the 6<sup>th</sup> of April meeting. Thank you for your consideration.

Sincerely,

Nicole Austin  
Manager, good bites



# Mason Police Department

201 W. Ash St.  
P.O. Box 370  
Mason, MI 48854-0370

JOHN STRESSMAN  
*Chief of Police*

Office: (517) 676-2458  
Fax: (517) 244-9024  
MASON\_PD@ingham.org

## MEMORANDUM

To: Deborah Cwiertniewicz

From: Sgt Edward Hude *E.H.*

Date: March 27, 2015

Ref: Food Truck Request

I have received your memorandum dated March 26, 2015 requesting comments regarding a request made by Nicole Austin, Manager of good bites along with a copy of the correspondence from Good Bites, 98 Primrose Lane, Mason, Michigan, dated March 26, 2015, requesting permission to conduct business within the City of Mason, and occupy space within the City of Mason right of way.

I am aware that the Food Truck and Food Cart business is growing within the State of Michigan and nationally. I conducted an inquiry of the Michigan Municipal League regarding this topic. I received a response with information concerning the Food Truck /Cart industry and have attached it to this memorandum for your review.

I also conducted an inquiry through the Michigan Chiefs of Police about this topic. I received a response from Traverse City. They regulate this business. In their response they also included a copy of their City Ordinance along with their Food Vendor application of which I have also included with this memorandum.

While the Police Department is not opposed to the Food Truck/Food Cart business, the Police Department recognizes a need for further review of this topic and a determination made by the Mason City Council, as to the need for local regulation under the form of City Ordinance. The Department has concerns regarding occupying parking spaces on City Streets in the downtown district especially during times when the Ingham County Circuit Court has criminal trials that require large amounts of parking, and the need for regulation in residential areas, schools, etc.

After review with Chief Stressman, the Mason Police Department does not recommend granting permission to occupy space within the City of Mason right of way due to the previously mention concerns.

## Chapter 865

### Mobile Food Vending

|        |                               |        |                           |
|--------|-------------------------------|--------|---------------------------|
| 865.01 | Intent                        | 865.09 | Parking Beyond Limits     |
| 865.02 | Definitions                   |        | Allowed by City Ordinance |
| 865.03 | Permit Required               |        | and Order                 |
| 865.04 | Duration; Non-Transferability | 865.10 | Impoundment               |
| 865.05 | Application                   | 865.11 | Other Permits             |
| 865.06 | Fees                          | 865.12 | Revocation                |
| 865.07 | Investigation by the Chief    | 865.13 | Complaints; Appeals       |
|        | Of Police                     | 865.14 | Appearance Tickets        |
| 865.08 | Requirements                  | 865.15 | Civil Infraction          |

**865.01 INTENT.**

In the interest of encouraging mobile food vendors who add to the vibrancy and desirability of Traverse City, while providing a framework under which such businesses operate, this ordinance is established. (Ord. 963. Passed 5-6-13)

**865.02 DEFINITIONS.**

- (a) *Mobile Food Vending* shall mean vending, serving, or offering for sale food and/or beverages from a mobile food vending unit which meets the definition of a Food Service Establishment under Public Act 92 of 2000, which may include the ancillary sales of branded items consistent with the food, such as a tee shirt that bears the name of the organization engaged in Mobile Food Vending.
- (b) *Mobile Food Vending unit* shall mean any motorized or non-motorized vehicle, trailer, or other device designed to be portable and not permanently attached to the ground from which food is vended, served, or offered for sale.
- (c) *Vendor* shall mean any individual engaged in the business of Mobile Food Vending; if more than one individual is operating a single stand, cart or other means of conveyance, then Vendor shall mean all individuals operating such single stand, cart or other means of conveyance.
- (d) *Operate* shall mean all activities associated with the conduct of business, including set up and take down and/or actual hours where the mobile food vending unit is open for business.

(Ord. 963. Passed 5-6-13)

**865.03 PERMIT REQUIRED.**

No vendor shall engage in Mobile Food Vending without a permit from the City Clerk authorizing such vending. The City Clerk shall prescribe the form of such permits and application for such permit. All permits shall be prominently displayed on the mobile food vending unit. No vending through a Mobile Food Vending Unit of food and/or other human

consumables shall be permitted unless it meets the definition of Mobile Food Vending as defined by this ordinance. (Ord. 963. Passed 5-6-13)

**865.04 DURATION; NON-TRANSFERABILITY.**

Permits may be issued by the City Clerk for a calendar year from the date of issuance. Any permit issued under this Chapter is non-transferable. (Ord. 963. Passed 5-6-13)

**865.05 APPLICATION.**

Every vendor desiring to engage in Mobile Food Vending shall make a written application to the City Clerk for a permit under this Chapter. The applicant shall truthfully state, in full, all information requested by the City Clerk and be accompanied by a fee established by resolution of the City Commission. Additionally, the applicant shall provide all documentation, such as insurance, as required by the city. (Ord. 963. Passed 5-6-13)

**865.06 FEES.**

An application for a permit under this Chapter shall be accompanied by a fee in the amount established by resolution of the City Commission. There shall be no proration of fees. Fees are non-refundable once a permit has been issued by the City Clerk. No fee shall be charged to any honorably discharged veteran of the United States Military who is a resident of the State of Michigan and submits official documentation evidencing such to the City Clerk. If operating on non-city property, no fee shall be charged to a business which is on the city's tax rolls whose normal business includes the sale of food and/or beverages. No one shall hire or subcontract such vendors in an attempt to evade the provisions of this Chapter. (Ord. 963. Passed 5-6-13)

**865.07 INVESTIGATION BY THE CHIEF OF POLICE.**

For Mobile Food Vending within residential areas, approval must be given by the Chief of Police prior to issuance of a permit by the City Clerk. (Ord. 963. Passed 5-6-13)

**865.08 REQUIREMENTS.**

Any vendor engaging in Mobile Food Vending shall comply with the following requirements:

1. Provide appropriate waste receptacles at the site of the unit and remove all litter, debris and other waste attributable to the vendor on a daily basis.
2. If operating on city-owned or controlled property, may only locate on such property as established in a resolution adopted by the City Commission. If parked on public streets, vendors shall conform to all applicable parking regulations.
3. Not operate on public property within one block of a city-authorized street fair, public festival, farmers market or event being conducted without authorization from the event sponsor.
4. Not use any flashing or blinking lights or strobe lights; all exterior lights over 60 watts shall contain opaque, hood shields to direct the illumination downward.
5. Not use loud music, amplification devices or "crying out" or any other audible methods to gain attention which causes a disruption or safety hazard as determined by the City.
6. Comply with the city's Noise Ordinance, Sign Ordinance and all other City ordinances.

7. Comply with all applicable federal, state and county regulations.
  8. May have one portable sign that is six square feet, with no dimension greater than 3 feet and no height (with legs) greater than 4 feet, located within five feet of the unit; and under no circumstances shall such sign be placed upon the sidewalk or impede pedestrian and/or vehicle safety.
  9. Within residential areas, a mobile food vendor may only operate between the hours of 9 a.m. and 9 p.m.; and in commercial areas, a mobile food vendor may only operate between the hours of 7 a.m. and 11 p.m. On private property within Commercial Area, a mobile food vendor may only operate between the hours of 6:00 a.m. and 3 a.m. Other restrictions regarding hours of operation may be established by resolution of the City Commission.
  10. No Mobile Food Vending Unit may be left unattended for more than 2 hours; and any Mobile Food Vending Unit not in operation shall be removed between the hours of 11 p.m. and 7 a.m. in commercial areas and 9 p.m. to 9 a.m. in residential areas. This subsection applies to Mobile Food Vending Units operating on city-controlled property only.
  11. Not represent the granting of a permit under this Chapter as an endorsement by the city.
  12. Shall not utilize any electricity or power without the prior written authorization of the power customer; no power cable or similar device shall be extended at or across any city street, alley, or sidewalk except in a safe manner.
- (Ord. 963. Passed 5-6-13, Ord. 988. Passed 1-21-14)

**865.09            PARKING BEYOND LIMITS ALLOWED BY CITY ORDINANCE AND ORDER.**

Any Mobile Food Vending Unit with a valid Mobile Food Vending License may park in a city-controlled parking space for durations as authorized by the permit; and such Mobile Food Vending Unit shall not be restricted to the hours where parking would otherwise be allowed in the particular parking space. Provided, however, that no Mobile Food Vending Unit shall park in a city-controlled parking space if parking is prohibited altogether. Any Mobile Food Vending Unit parked in a metered parking space with a valid Mobile Food Vending License shall activate the meter at all times while parked by depositing the appropriate sum of money into the parking meter. (Ord. 963. Passed 5-6-13)

**865.10            IMPOUNDMENT.**

Any equipment associated with food vending that are not in compliance with this Chapter and left on public property may be impounded at the owner's expense. (Ord. 963. Passed 5-6-13)

**865.11            OTHER PERMITS.**

A permit obtained under this Chapter shall not relieve any vendor of the responsibility for obtaining any other permit, or authorization required by any other ordinance, statute or administrative rule. (Ord. 963. Passed 5-6-13)

**865.12            REVOCATION**

The City Clerk shall revoke the permit of any vendor engaged in Mobile Food Vending who ceases to meet any requirement of this Chapter or violates any other federal, state or local

regulation, makes a false statement on their application, or conducts activity in a manner that is adverse to the protection of the public health, safety and welfare.

Immediately upon such revocation, the City Clerk shall provide written notice to the permit holder by certified mail to their place of business or residence as indicated on the application. Immediately upon such revocation, the permit shall become null and void. (Ord. 963. Passed 5-6-13)

**865.13 COMPLAINTS; APPEALS.**

If a written complaint is filed with the City Clerk alleging a Food Vendor has violated the provisions of this Chapter, the City Clerk shall promptly send a copy of the written complaint to the vendor together with a notice that an investigation will be made as to the truth of the complaint. The vendor shall be invited to respond to the complaint and present evidence and respond to evidence produced by the investigation. If the City Clerk, after reviewing all relevant material, finds the complaint to be supported by a preponderance of the evidence, the complaint shall be certified. If a permit is denied or revoked by the City Clerk, or if a written complaint is certified pursuant to this Chapter, the applicant or holder of a permit may appeal to and have a hearing before the City Manager. The City Manager shall make a written determination, after presentation by the applicant and investigation by the City Clerk, as to whether or not the grounds for denial, revocation or complaint are true. If the City Manager determines that such grounds are supported by a preponderance of the evidence, the action of City Clerk or filing of the complaint shall be sustained and the applicant may appeal the City Manager's decision to a court of competent jurisdiction. (Ord. 963. Passed 5-6-13)

**865.14 APPEARANCE TICKETS.**

The Police Chief and sworn officers of the Police Department, or such other officials as designated by the City Manager are authorized to issue and serve appearance tickets with respect to a violation of this Chapter pursuant to Michigan law. Appearance tickets shall be in such form as determined by the City Attorney and shall be in conformity with all statutory requirements. (Ord. 963. Passed 5-6-13)

**865.15 CIVIL INFRACTION.**

A vendor who violates this Chapter is responsible for a civil infraction and subject to a fine of \$500 per day Provided, however, that the fine for parking violations shall be those as outlined in Chapter 488 of these codified ordinances. (Ord. 963. Passed 5-6-13. Ord. 970. Passed 6-3-13)

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The City of Traverse City

Office of the Clerk

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4480  
tcclerk@traversecitymi.gov



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Dear Mobile Food Vendor:

**Subject: Application for Mobile Food Vending License**

Thank you for your interest in adding to our community!

Enclosed is a Mobile Food Vending License Application packet which must be completed in its entirety in order to obtain a Mobile Food Vending License. A separate application is required for each Mobile Food Vending Unit. Please familiarize yourself with, and adhere to both the enclosed *Guidelines for Mobile Food Vending* and the Traverse City Code of Ordinances Chapter 865 Mobile Food Vending which can be viewed in its entirety at <http://www.traversecitymi.gov/downloads/865.pdf>.

For required documentation, please refer to the enclosed *Checklist for Mobile Food Vending License* for the required documentation for submission with your application. Once your application and all required documents have been received, the City Clerk's Office will obtain approvals from the appropriate departments and agencies. Once all departments have approved your request, the City Clerk's Office will issue you a formal **Mobile Food Vending License** which must be prominently displayed on the Mobile Food Vending Unit.

We hope this information is helpful! The City of Traverse City looks forward to working with you to compliment the living experience in Traverse City! Should you have any questions, please feel free to contact anyone in the City Clerk's Office at (231) 922-4480 or contact Kim Lautner, Registration/Licensing Clerk at [klautner@traversecitymi.gov](mailto:klautner@traversecitymi.gov).

Most Sincerely,

A handwritten signature in blue ink, appearing to read "Benjamin C. Marentette".

Benjamin C. Marentette, CMC  
City Clerk

K:\tcclerk\permits\_licenses\Mobile Food Vending\Cover Letter.doc



Do you have an exhaust hood?  Yes  No  
***If yes, please complete the following:***  
 Who installed the hood? \_\_\_\_\_  
 What is the address of the installer? \_\_\_\_\_  
 What is the code/standard/year used in design of the hood? \_\_\_\_\_  
 What is the mechanical license number? \_\_\_\_\_

Do you have a suppression system?  Yes  No  
***If yes, please complete the following:***  
 Who installed the suppression system? \_\_\_\_\_  
 What is the address of the installer? \_\_\_\_\_  
 What is the code/standard/year used in design of the hood? \_\_\_\_\_  
 What is the mechanical license number? \_\_\_\_\_

Do you have fuel piping?  Yes  No  
 What code/standard/year used in fuel piping? \_\_\_\_\_  
 Who installed the fuel piping? \_\_\_\_\_  
 What is the mechanical license number of the fuel piping installer? \_\_\_\_\_

**Please attach the following:**

- \_\_\_\_\_ Fee (fees outlined on the next page)
- \_\_\_\_\_ Michigan Sales Tax License – or slip from Michigan Department of Treasury
- \_\_\_\_\_ Photograph of the mobile food vending unit
- \_\_\_\_\_ Copy of State issued photo ID for all employees working at the mobile food vending unit

**Fee Schedule:**

Please attach the appropriate fee with your application so it may be processed. (Fee is non-refundable once a permit has been issued by the City Clerk’s Office; permits are valid for one year from the date of issuance.) Please submit only one fee.

- \$1,225 – if vending on city property (if you are also vending on private property, this fee applies)
- \$ 725 – if vending on private property only
- \$ 500 – if a city-based food service establishment operating on city property
- \$ 0 – if a city-based food service establishment operating on non-city property

The undersigned, declares the following: that he/she wishes to be permitted to perform the operation, service or act stated hereon; that the statements made above are true and correct to the best of his\her knowledge and belief; that he/she will comply with all provisions of the ordinances of the city of Traverse City relative to the operation, service or act for which the license is requested; that he/she agrees to hold the city of Traverse City free and harmless from all liability which may be imposed upon it and to reimburse the city of Traverse City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the license was issued.

The undersigned understands that vending is not permitted in City Parks including the water area of the parks, and acknowledges that he/she has received a copy of the rules for vending. Provided, however, that certain parking lots associated with parks have been designated for mobile food vending.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

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Signature of applicant

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Date signed

**CHECKLIST FOR MOBILE FOOD VENDING UNIT LICENSE**  
***THE FOLLOWING IS NEEDED BEFORE A MOBILE FOOD VENDING LICENSE WILL***  
***BE ISSUED:***

- \_\_\_ 1. Contact the Grand Traverse County Health Department. Depending on the classification of your unit and its status within the State of Michigan, an in-depth, review may be required which can take a few weeks to complete. Contact Grand Traverse County Health Department, 2650 LaFranier Road, between 8am and 4:30pm, Monday through Friday, (231) 995-6051. Or if fresh meats, frozen foods, etc. contact the Michigan Department of Agriculture and Rural Development, at (800)292-3939.
- \_\_\_ 2. Fee. Please attach the appropriate fee with your application so it may be processed. (Fee is non-refundable once a permit has been issued by the City Clerk's Office; permits are valid for one year from the date of issuance.) Please submit only one fee; the highest fee applies:
  - \$1,225 – if vending on city property (if you are also vending on private property, this fee applies)
  - \$ 725 – if vending on private property only
  - \$ 500 – if a city-based food service establishment operating on city property
  - \$ 0 – if a city-based food service establishment operating on non-city property
- \_\_\_ 3. A certificate of your general liability insurance evidencing \$1 million per occurrence coverage, with the City of Traverse City, 400 Boardman Avenue, Traverse City, MI 49684 listed as certificate holder. Additionally, an Endorsement to your insurance policy, naming the City of Traverse City as additional insured is required.
- \_\_\_ 4. A copy of your Michigan Sales Tax License. If you do not have one, you must first go to the Michigan Department of Treasury, 701 S. Elmwood, between 8am and 12pm, Monday through Friday, (231) 922-5230.
- \_\_\_ 5. A photograph of your mobile food vending unit.
- \_\_\_ 6. Once you have completed steps 1 - 5, please provide the completed application and attachments to obtain your Mobile Food Vending License to the City Clerk's office, 400 Boardman Avenue, between 8am and 5pm, Monday through Friday, (231) 922-4480. Because various approvals are required, please be aware that Mobile Food Vending Unit Licenses may take a week or more to process.

## **GUIDELINES FOR MOBILE FOOD VENDORS**

1. **Proof of License.** When the City Clerk's Office receives a completed application, with all attachments required, we will begin processing your application. If approved, the City Clerk's Office will issue a City of Traverse City Mobile Food Vending Unit License. *This license must be prominently displayed on the Mobile Food Vending Unit.*
2. **Vending on city property.** Vending on city property is only allowed with a valid license at locations and hours as authorized by resolution of the City Commission. Those locations include:
  - **Parking Lot RB** (adjacent to the West End Beach Volleyball Courts) – maximum of two units at one time; the first two that arrive during the designated hours may operate
  - **Parking Lot B** (at Grandview Parkway and Union Street – excluding during the Farmer's Market) - maximum of two units at one time; the first two that arrive during the designated hours may operate
  - **Parking Lot E** (behind the United States Post Office at State Street and Union Street) - maximum of two units at one time; the first two that arrive during the designated hours may operate
  - **Parking Lot J** (at Sixth Street and Union Street) - maximum of two units at one time; the first two that arrive during the designated hours may operate
  - **State Street, between Pine Street and Union Street**
  - **Streets directly adjoining city parks located outside of the Downtown District (DDA District) where parking is otherwise allowed.**
  - **Streets directly adjoining the following facilities where parking is otherwise allowed:**
    - Munson Medical Center's main campus on Sixth Street
    - Traverse City Central High School Main Campus
    - Grand Traverse County Civic Center
    - Northwestern Michigan College's main campus

*Please see the attached map that generally outlines the city property where mobile food vending is generally allowed. If you are parking in a metered parking spot, you must pay the meter the entire time you are located in the metered space(s). Provided you are operating within the times authorized by the City Commission for Mobile Food Vending, you may disregard any parking duration limitations indicated at the meter.*

3. *Vending is prohibited on public property within one block of a city-authorized street fair, public festival, farmers market or event, unless authorized by the event sponsor.*
4. **Vending on non-city property.** Vending on non-city property is allowed with a valid license.
5. **Hours of Presence and/or operation.** For residential areas, vending may occur between the hours of 9 a.m. and 9 p.m. For commercial areas, vending may occur between the hours of 7 a.m. and 11 p.m. For private property in commercial areas,

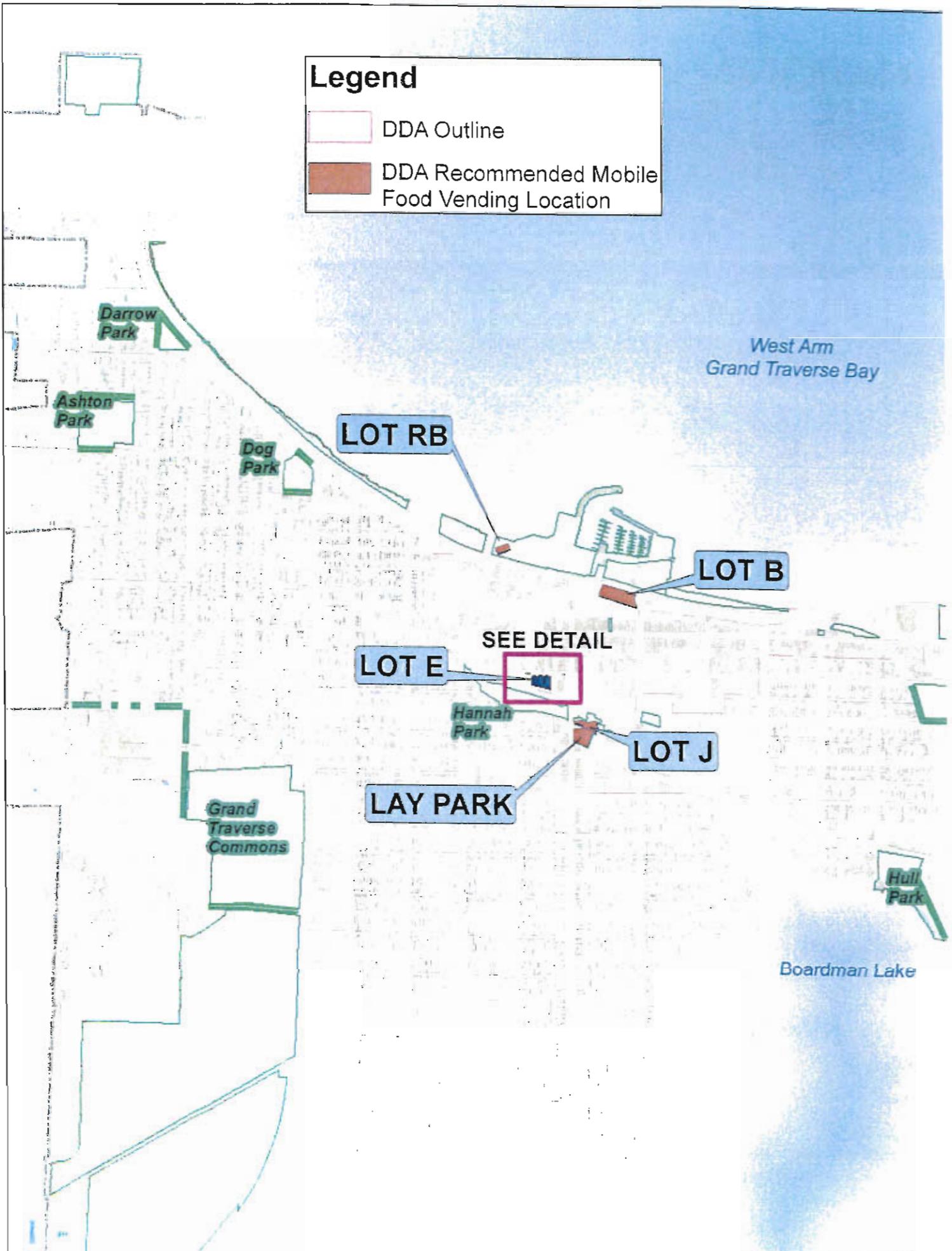
vending may occur between the hours of 6 a.m. to 3 a.m. *No mobile vending unit may be present or operate except during the specific hours mentioned in this section. This includes set up and tear down.*

**6. Other miscellaneous rules.** As outlined in the Traverse City Ordinance Chapter 865, all vendors must:

- Provide appropriate waste receptacles at the site of the unit and remove all litter, debris and other waste attributable to the vendor on a daily basis. Waste shall not be disposed of in city receptacles.
- If operating on city-owned or city property, may only locate on such property as established by resolution of the City Commission. If parked on public streets, vendors shall conform to all applicable parking restrictions. *Provided, however, that a Mobile Food Vending Unit may disregard the duration restrictions if parked within a parking space that is metered.*
- When parked on a public street, not operate within thirty feet of any intersection or driveway.
- Not operate on public property within one block of a city-authorized street fair, public festival, farmers market or event except with the authorization of the event sponsor.
- Not use any flashing or blinking lights or strobe lights; all exterior lights over 60 watts shall contain opaque, hood shields to direct the illumination downward
- Not use loud music, amplification devices or “crying out” or any other audible methods to gain attention which causes a disruption or safety hazard as determined by the city.
- Comply with the city’s Noise Ordinance, Sign Ordinance and all other city ordinances.
- Comply with all applicable federal, state and county regulations.
- May have one portable sign that is six square feet, with no dimension greater than 3 feet and no height (with legs) greater than 4 feet, located within five feet of the unit; and under no circumstances shall such sign be placed upon the sidewalk or impede pedestrian/vehicle safety.
- Not leave any mobile food vending unit on city property unattended for more than 2 hours; and any mobile food vending unit on city property shall be removed between the hours of 11 p.m. and 7 a.m. in commercial areas and between the hours of 9 p.m. and 9 a.m. in residential areas.
- Shall not utilize any electricity or power without the prior written authorization of the power customer; no power cable or similar device shall be extended at or across any city street, alley, or sidewalk except in a safe manner.

# Legend

-  DDA Outline
-  DDA Recommended Mobile Food Vending Location



# FOOD ON WHEELS: Mobile Vending Goes Mainstream





## Table of Contents

Executive Summary

Introduction

Economic Activity

Public Space

Public Health

Public Safety

Additional  
Recommendations

Conclusion

About This Publication

Appendix

References

# Executive Summary

Mobile food vending generates approximately \$650 million in revenue annually.<sup>1</sup> The industry is projected to account for approximately \$2.7 billion in food revenue over the next five years, but unfortunately, most cities are legally ill-equipped to harness this expansion. Many city ordinances were written decades ago, with a different type of mobile food supplier in mind, like ice cream trucks, hot dog carts, sidewalk peddlers, and similar operators. Modern mobile vending is a substantial departure from the vending typically assumed in outdated local regulations. Vendors utilize large vehicles packed with high-tech cooking equipment and sanitation devices to provide sophisticated, safe food usually prepared to order.

Increasingly, city leaders are recognizing that food trucks are here to stay. They also recognize that there is no “one size fits all” prescription for how to most effectively incorporate food trucks into the fabric of a community. With the intent of helping city leaders with this task, this guide examines the following questions: What policy options do local governments have to regulate food trucks? What is the best way to incorporate food trucks into the fabric of a city, taking into account the preferences of all stakeholders?

Thirteen cities of varying size and geographic location were analyzed for this study. Information on vending regulations within each of these cities was collected and analyzed, and supplemented with semi-structured interviews with city staff and food truck vendors.

Based on recurring themes and commonalities, regulations are grouped into four policy areas:

- **Economic activity:** this policy area provides insight into aspects of food truck regulation that could potentially enhance economic development, and looks at specific processes that can be barriers to market entry. Two areas of regulation that impact economic activity - streamlining and permit costs – are examined, with recommendations provided for each.
  - **Public space:** mobile vending takes place on both public and private property, but public property presents a unique set of challenges. With the rapid expansion of food trucks, there is increased demand for limited space, which increases the likelihood of conflicting interests and encroaches upon the ability of stakeholders to maximize the advantages that public space can offer. Time constraints, proximity rules, and geographic limitations related to density are examined here, with recommendations provided for each.
  - **Public health:** this is one of the most basic concerns regarding mobile vending. All stakeholders realize the need for comprehensive regulations around sanitation and food safety. These issues should be addressed within a regulatory framework that is cost-efficient, thorough, and results in a streamlined process for all stakeholders.
  - **Public safety:** public safety is a key reason why many cities began regulating food trucks. Regulations examined here include private property, vending near schools, and pedestrian safety, with recommendations provided for each.
-

All of the recommendations in this guide include regulatory best practices that are currently in place in the selected cities. These best practices provide a balance of the concerns and interests of the four stakeholder groups identified in this report: (1) mobile vendors (this term is used interchangeably with ‘food truck’ throughout the guide) and food truck/industry associations, (2) restaurants and restaurant associations, (3) the community, and (4) city government.

In addition, five overall recommendations for cities looking to update their regulations for mobile vending are also included:

- 1. Hold Town Hall Forums and Private Meetings with Core Stakeholders.**
- 2. Encourage Dialogue and the Building of Relationships Among Competing Stakeholders.**
- 3. Implement Pilot Programs to Determine What Regulations to Adopt.**
- 4. Use Targeted Practices as a Way to Address Underserved Areas of the City.**
- 5. Identify Private Vacant Lots and Create Partnerships for Mobile Vendors to Gather and Vend in the Same Location.**

The recommendations included here are intended to be flexible enough to accommodate different circumstances, but logical enough to provide useful guidance to local leaders interested in integrating food trucks into city life for the benefit of both their residents and existing businesses.

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# Introduction

Mobile vending has grown considerably in recent years, generating approximately \$650 million in revenue annually.<sup>2</sup> The rapid expansion of mobile vending, or food trucks, is attributed to residents' desire for quality, value, and speed; an appreciation for fresh, local food; and a preference for small and sustainable business. As such, mobile vending is also commonly used as a means to expand economic opportunity, and enrich communities by improving access to goods and produce not otherwise available through area merchants. The recent recession has also made food trucks an appealing option for hopeful restaurateurs, as they are an easier and more cost-friendly alternative to opening a brick and mortar restaurant. Many entrepreneurs have capitalized on the mobile vending industry, creating opportunities for self-sufficiency and upward mobility.<sup>3</sup>

The mobile vending industry is on pace to quadruple its revenue stream over the next five years, but unfortunately, most cities are legally ill-equipped to harness this expansion. Many city ordinances were written decades ago, with a different type of mobile food supplier in mind, like ice cream trucks, hot dog carts, sidewalk peddlers, and similar operators.

Modern mobile vending is a substantial departure from the vending typically assumed in outdated local regulations. Vendors utilize large vehicles packed with high-tech cooking equipment and sanitation devices to provide sophisticated, safe food usually prepared to order. Food trucks also take up a significant amount of space, require more safety and health oversight, cater to a different customer than the aforementioned types of mobile vendors, and have a more challenging relationship with brick and mortar restaurants and other vendors.

Advocates of stricter regulations generally assert that mobile vending congests sidewalks and streets, are unsanitary, and diminish urban quality of life. Regulations that currently impede mobile vending operations in U.S. cities commonly include public property bans, restricted zones, proximity bans, and duration restrictions. Supporters tend to argue that food trucks provide affordable, high quality food, rejuvenate public space, and fairly compete with size and open-air limitations. City officials have to balance these interests by regulating food and traffic safety without impeding the creativity and innovation of this popular market, but because the industry is so new, there are few examples of the best ways to amend existing provisions or adopt new laws.

The purpose of this guide is to offer best practices and recommendations to city leaders about how they can most effectively take advantage of the benefits of food trucks, while balancing the need to regulate growth and account for the concerns of key stakeholders: food trucks, restaurants, residents, and city government. It includes an analysis of food truck policies and regulations, specifically as they relate to four policy areas:

- Economic activity
  - Public space
  - Public health
  - Public safety
-

The guide also includes recommendations on mobile vending policy and regulatory development for cities of all sizes. Using this guide, local leaders will be able to better understand the policy options local governments have for regulating food trucks, and determine the best way to incorporate food trucks into the fabric of a city while taking into account the preferences of all stakeholders.

## Selection of Cities

This guide analyzes mobile vending regulations across 13 cities, based on population density, presence of local food truck industry, and availability of mobile vending regulations. Figure 1 shows the cities that are included in the guide.

Very large cities like New York City and San Francisco were not included on the basis that conclusions drawn from analyzing their regulations would not be generalizable to most other cities.

Figure 1: Selection of cities

### Cities (population density)



## Stakeholders and Stakeholder Values

Stakeholders are identified as: (1) mobile vendors (this term is used interchangeably with food trucks here) and food truck/industry associations, (2) restaurants and restaurant associations, (3) the community at large, and (4) city government. For food truck vendors, it is assumed they would prefer an approach of looser regulations, clear, narrowly tailored laws, and streamlined procedures. For restaurants, it is assumed they favor stricter regulations that limit competition from food truck vendors. Although values are likely to vary among different community groups, it is assumed that — in general — community members hold quality of life concerns, including fear of negative spillovers (congestion, noise, pollution, etc.) as primary concerns, but also harbor a strong desire for community vibrancy. At the same time, community members generally prefer more food options to fewer. For city government, balancing the interests of stakeholders is a key priority, but so is a desire for economic vibrancy and revitalization, administrative ease, effective enforcement through regulatory clarity, and options that are budget friendly and cost-effective.

#### LOW POPULATION DENSITY

Durham, NC  
New Orleans, LA  
Indianapolis, IN  
Atlanta, GA  
Austin, TX

#### MODERATE POPULATION DENSITY

Cincinnati, OH  
Denver, CO  
Las Vegas, NV  
Portland, OR  
St. Louis, MO

#### HIGH POPULATION DENSITY

Oakland, CA  
Washington, DC  
Boston, MA

# Economic Activity

This policy area provides insight into aspects of food truck regulation that could potentially enhance economic development, and specific processes that can be barriers to market entry. This section covers two topics that impact economic activity - streamlining and cost of permits for food trucks - and explores how these issues impact the various stakeholder groups.



## Streamlining

Regulations that dictate how centralized the mobile vending permitting process is can greatly impact mobile vendors' level of access to a city's economic activity, as they determine how easy or difficult it is to gain permits and licenses.

### *Stakeholder Concerns*

For food trucks, one of the key objectives is to earn revenue. For brick and mortar restaurants, their goal is the same, and the level of competition food trucks create or are perceived to create can be of concern. For the community and city, creating opportunities for economic development is a key priority because it raises tax revenue, vibrancy, and creates a level of attractiveness for business and residents as well as for the city as a whole.

Having a more centralized process for permitting generally allows vendors greater ease in entering the mobile vending arena by reducing the number of city departments they must interact with and receive

approval from. Centralizing the process also reduces the number of intra-department communications. A streamlined process benefits both the mobile vendors and city staff directly, as it diminishes the amount of work for each. Although to be fair, it increases the level of work for whichever department is tasked with overseeing mobile vending permitting process. For the community, a centralized process is in their best interest as it helps to create more efficiency, a greater potential for economic development and ultimately, raise more revenue for the city.

### *Regulatory Trends*

The majority of the cities included here do not have a centralized permitting process in place; they use multiple city departments to permit and license various aspects of the mobile vending business. For instance, mobile vendors must apply for and receive a health permit that inspects the sanitation and food safety of a mobile vending vehicle, a traditional business license, and at times a zoning license and a safety permit. Although the number of permits and departments involved may vary, there is a trend of three to five departments and three to five permits that are typically involved in the permitting process for mobile vendors. Three cities use three departments, four use four or more. Only three cities have centralized the process into one city department for all city permits. Although these cities have centralized the part of the permitting process they control, there is still a need for a county health permit.

### *Recommendation*

Making the permitting process more streamlined has positive impacts on both mobile vendors and city staff. Austin and Cincinnati's streamlined permitting processes can be used as models by other cities looking to implement a more centralized mobile vending permitting process. Austin's comprehensive set of requirements can be found on the city's official government website, and contains everything the vendor needs, including:

- Mobile Food Vendor Permit form, including the cost of the permit,
- Checklist of additional permit requirements for mobile vendors (with exact descriptions of what is expected and who to contact if there are any questions),
- Mobile Vending Unit Physical Inspection Checklist (includes 14 requirements ranging from a current license plate to the specifications of the sinks),
- List of mobile food vendor responsibilities including the signature of the certified food manager/food handler, the responsibilities of the central preparation facility (the commissary), and the restroom facility agreement.<sup>4</sup>

Austin's webpage is clear and concise. It has detachable forms and blank spots for the necessary signatures, with instructions regarding who to contact to obtain those signatures, specifics about the actual schematics of the truck components required for food preparation and handling safety, and perhaps best of all, nowhere does it suggest to refer to a subsection of some code or statute not included in the document.

As of January 2013, the Cincinnati Department of Health is solely responsible for the city's permitting process, application process, and payments associated with the city's mobile food vending.<sup>5</sup> This change was an effort to streamline the permitting process and give food truck owners a one-stop shop for all their licensing needs.

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## Cost of Permitting

The actual cost of permitting plays a role in would-be mobile vendors' decision-making process about whether or not to start a business. One of the most basic barriers to entry for many potential entrepreneurs is start-up costs, which include permitting fees.



### *Stakeholder Concerns*

This issue impacts all stakeholder groups. On the vendor side, high permitting costs can serve as a barrier to entry. On the city government and community side, it can mean either an increase in revenue (from the actual permit) or a decrease in revenue (if cost deters some vendors from applying for a permit(s)). For mobile vendors, their self-interest is to keep the costs of permitting low so that there is an ease of entry into the market. For brick and mortar restaurants that believe mobile vendors are their competition, their interests lie in keeping the costs high to keep the number of mobile vendors low. City staff want to keep costs high enough to raise revenue, but low enough to keep the amount of mobile vendors growing. For the community, their interests are much the same as city staff - to find the balance between raising costs enough to maximize fees while not increasing them to the extent that they become a deterrent for mobile vendors.

### *Regulatory Trends*

For the cities included in this guide, the cost of permitting fees ranged from \$110 - \$1,500 annually. Although the amount of permits required and the cost for each vary depending on city, the majority of cities fall either within either the \$150-\$400 (five cities) or \$1,000+ range (five cities).

### *Recommendation*

Permit fees should be high enough to generate revenue that off-sets at least some of the costs produced by the presence of food trucks, but not so high that they discourage potential business owners from entering the market. The actual amount is contextually determined, as budgets and administrative expenses vary depending on the city.

Below are examples of permitting costs in three cities:

- Durham: \$75 for a yearly permit (not including health permit costs).
- New Orleans: Annual mobile vending permit fee - \$305.25, Occupational license - \$150.00, Mayoralty permit - \$100.25, Sales tax deposit - \$50.00, and Identification card - \$5.00, totaling \$610.50.
- St. Louis: \$500 mobile vending permit fee to the Director of Streets, a \$200 licensing fee (and \$20 for each employee) to the License Collector, and \$130-\$310 (depending on type of food served) for a health permit to the Director of Health.

# Public Space

Mobile vending takes place on both public and private property, but public property presents a unique set of challenges. Flexible access can lead to over-utilization, which in turn can produce unwanted congestion, pollution, and conflicts between different stakeholders trying to use the space at the same time.<sup>6</sup>

With the rapid expansion of the food truck scene, there is increased demand for limited space, which increases the likelihood of unwanted externalities and encroaches upon the ability of other stakeholders to maximize the advantages that public space can offer. In most cases, cities are tasked with managing this property, which includes balancing the needs of all interested parties, diminishing negative externalities, and otherwise preserving the integrity of the space. They are also trying to find appropriate ways to address the higher demand.



This section looks at three issues related to public space: time constraints, proximity rules, and geographic limitations related to density. A variety of approaches are recommended for dealing with these issues that balance stakeholder needs and take into account context and other practicalities.

## Time Constraints

One set of regulations that impacts the use of public space for mobile vendors is how much time food trucks are allowed to park and vend in one location.

### *Stakeholder Concerns*

Shorter time limits translate to less time for vendors to sell in one spot, which favors competing stakeholders like restaurants, since less time means less competition. Time limitations have both advantages and disadvantages for members of the public - less time means fewer choices for consumers but it also means less congestion and more parking options. For the city, the issue is also a mixed bag. Longer time limits mean vendors are easier to track down, since they are in fewer spots throughout the day. At the same time, longer time limits have the potential to reduce patronage at area restaurants. Moderate time limits, such as four to five hours, are often the preferred approach for cities, since they usually produce the most balanced results (from a stakeholder perspective).

### *Regulatory Trends*

Most of the cities included in this guide favor moderate or less restrictive parking durations. Five cities have no time limits, while three currently have durations of 45 minutes or less. The rest have provisions of four or five hours. It is worth noting that cities with more restrictive limits often have lax enforcement of these regulations.

### *Recommendations*

Time limits of four hours or longer are recommended. Vendors need approximately one hour to set-up and pack-up once they are done with selling. As a result, anything less than four hours leaves vendors with only one to two hours of actual vending time. Moreover, it is more difficult for city staff to track food trucks for safety or health purposes when they are in several locations throughout the day. However, an unlimited approach may not be feasible in denser regions, where restaurants and other established businesses, pedestrian traffic, and congestion are more significant factors. This four hour or more time limit is included in regulatory amendments and council suggestions of various cities, including Oakland and Durham.

Oakland has a five hour time limit. Originally, the city had a two hour limit for one location. This left little time to actually sell food before having to move again. Vendors complained about the restriction, and were successful in getting it changed to five hours.<sup>7</sup> Originally, Durham had a regulation on the books that required mobile vendors to move 60 feet every 15 minutes. The police did not enforce this provision because the number of trucks was not large enough to create much conflict with other stakeholders. As the number of trucks started to increase around 2010, push back began, particularly among restaurants that insisted the police enforce the 15-minute rule. This prompted the city to consider amending the rules to more effectively address modern vending. The Town Hall meetings on the topic were well attended, not only by key stakeholders but also by members of the public. Durham is a town with strong public support for small businesses, and regulations that would make vending easier were favored. In late 2012, the rules were amended, and included a repeal of the 15-minute provision. No additional time constraints were adopted, and as a result, food trucks can vend in one location for an unlimited amount of time.<sup>8</sup>

Unlike Durham and Oakland, Atlanta's provision of 30 minutes in no more than two locations per day has not been successfully challenged. Since the 2013 NCAA Final Four basketball game, vending on public property is completely prohibited. Before this, vending in public space was very limited, based on history that dates back to the 1996 Summer Olympics in Atlanta and the more recent contracting

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out to a private company the responsibility of mobile vendor management.<sup>9</sup> Virtually all mobile vending takes place on private property, where the 30-minute rule does not apply.

## Proximity Restrictions

This refers to regulations that designate a certain amount of distance that must be maintained between food trucks and other establishments, people, or infrastructure. This section is primarily concerned with the distance restrictions between food trucks and restaurants that impact the use of public space. The limits that concern distance from pedestrians or infrastructure are addressed in other parts of this guide. The cities included here have adopted a variety of proximity requirements.

### *Stakeholder Concerns*

Greater distance requirements favor restaurants and other established businesses, and are a mixed bag for residents for the same reasons discussed under time constraints. Larger proximity rules disadvantage mobile vendors because it reduces the number of places to sell, particularly where clusters of restaurants exist, which are often denser areas with more pedestrian traffic. Many cities prefer a moderate approach in regards to proximity restrictions, since such regulations usually balance competing stakeholder needs most effectively. Unlike parking, there are no tracking advantages related to distance requirements, but such regulations do impact where vendors conduct their business, which means the city still has to deal with congestion and other spillover concerns, particularly in denser regions.

### *Regulatory Trends*

Similar to time constraints, the cities included here have largely moderate or lenient proximity restrictions. Six or seven have no restrictions, or relatively short distances, and four of the cities occupy the middle ground, with 150-200 foot requirements. Only one, New Orleans, has a restriction of 600 feet. New Orleans has a proposal to shorten the distance to 50 feet, but there has been resistance to this proposal from some city council members and the Louisiana Restaurant Association.<sup>10</sup>

### *Recommendations*

Proximity restrictions should be no more than 200 feet at the high end. Density issues may call for a tiered structure, or for abandoning proximity altogether. One of the problems with adopting an explicit distance rule is that a “one size fits all” approach ignores context. Three hundred feet may make sense in less dense areas of a city, but such a distance is impractical in very dense neighborhoods. A city right-of-way, with multiple restaurants on both sides of the street where the distance between each side may be less than 300 feet, makes the area entirely off limits to mobile vending. As such, cities may want to loosen or abandon proximity rules in dense neighborhoods with a great deal of commercial and residential activity. A tiered model, where the distance requirements are shortened for denser neighborhoods and widened for others is also an option.

As the food truck scene has expanded within the last few years in St. Louis, conflicts between restaurants and food trucks have surfaced. In order to quell the rising tension, the St. Louis Department of Streets enacted a 200 foot rule.<sup>11</sup> Durham has adopted a 50 foot rule.<sup>12</sup>

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## Geographic Limitations Associated with Density

Another set of regulations relate to whether vending is permitted in particular segments of public space. Unlike proximity restrictions, these provisions concern access to fixed locations.

### *Stakeholder Concerns*

Like the above issues, the more restrictive provisions advantage established businesses like restaurants, while working against the interests of food trucks. Constraints on the number of places open for selling tend to be more prevalent in denser areas of cities due to the much greater number of players utilizing the space at the same time. These are usually core downtowns where a large number and variety of established businesses and residences are located in close proximity to each other within a relatively limited area. Again, for cities, moderate approaches are generally the best at balancing stakeholder interests. Like parking durations, tracking issues come up here as well. Limiting vending to certain locations makes it easier for cities to find vendors, but might hinder economic growth and opportunity.



### *Regulatory Trends*

Of the cities included here, most currently embrace a patchwork approach, wherein vending is limited to certain zones, districts, parking spaces, or limits on operation in the Central Business District (CBD). Three have lenient provisions, where few public spaces are off limits, while another three are on the more restrictive side, with outright bans on public space or CBD vending.

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## Recommendations

The greater the density of the area, the greater the case for more restrictions, but an outright ban on all mobile vending is not suggested unless the circumstances are exceptional. For a city like Durham, heavy-handed zoning constraints make little sense, as the interests of other stakeholders are only modestly compromised compared to denser areas, there are fewer negative spillover threats, city residents are given more choice without substantively higher safety concerns, and vendors are given more flexibility to choose where to operate. As a result, street right-of-ways and core downtown parks are open for vending.<sup>13</sup> In denser cities, the compromises that other stakeholders must make and the risk of negative externalities are increased, suggesting a more moderate regulatory framework should be implemented that requires all parties to relinquish some freedoms without entirely excluding them from the space. One option is the approach taken by Denver, where only the densest section of downtown is off limits to food trucks. Vendors are barred from selling in a section of the southwestern corner of downtown, which is roughly seven by nine blocks. Vendors must also maintain a 300 foot distance from all public parks, unless a special event is taking place, and then they must obtain permission from the city to participate.

Another approach is a lottery or first-come, first-serve system that allows a restricted number of parking spaces or sections of right-of-way to be set aside for mobile vending. Las Vegas currently has a pilot program that adopts a version of this (three spaces are being set aside downtown for food trucks only).<sup>14</sup> Washington, DC is also in the process of establishing a lottery system to increase efficiency and safety, and to balance the competing needs of residents. There could also be higher permit or parking fees associated with more heavily trafficked areas.

Areas where vending is allowed must be clearly delineated and easy to decipher. Several cities have regulations that make it difficult to easily discern permitted regions from unpermitted ones. The patchwork of restricted and unrestricted space (both public and private) in Denver, for example, has made knowing where to lawfully operate challenging for city vendors. Regulations that clearly define permitted areas are needed. Distinctions between public and private regulations should also be clear and transparent. A map that explicitly labels the areas where vendors are allowed to operate would be a helpful tool for all stakeholders.

If the political climate or density issues make it difficult to relax restrictions on public space, cities could consider making private space in less dense areas easier for vendors to access. Atlanta has a unique history that has produced provisions that greatly restrict vending on public property, and most recently, an outright ban by the Mayor Kasim Reed. To alleviate the impact of this restriction on mobile vending, Councilmember Kwanza Hall and others have worked to make vending on private property easier. A provision that originally required food trucks to maintain a distance of 1,500 feet from restaurants when at least two mobile vendors are selling on private property was amended to shorten the distance to 200 feet.<sup>15</sup> Trucks have adapted to the ban on public property by moving into private space, and this has kept mobile vending alive in Atlanta.

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# Public Health

One of the most intrinsic and logical concerns regarding food trucks, and one that has been a basic consideration since their inception, is public health. All stakeholders realize the need to address sanitation and food safety. The role of health departments and increasingly, commissaries should be continually reevaluated to address these concerns within a regulatory framework that is cost-efficient, thorough but not onerous, and results in a streamlined process with outcomes that provide for the wellbeing of all stakeholders.

## Sanitation

Sanitation refers to food trucks' proper cleaning of preparation utensils and disposal of garbage, wastewater (gray water) and remnants of grease traps. Unlike the variety of procedural approaches taken by cities within the sphere of public space, the guidelines adopted for sanitation tend to be similar across cities.

Atlanta's rules provide a typical example of the sanitation provisions that exist in most cities. Mobile food units must have a trashcan that is at least 30 gallons, and it must be emptied at the commissary. Two sinks are required - a three-compartment equipment sink (for washing dishes, etc.) and another sink for washing hands. A wastewater tank that has a 15 percent larger capacity than the potable water tank is also required. To prevent contamination, the connections for each must be distinguishable, and the wastewater tank must be lower than the potable tank.<sup>16</sup> Atlanta is also typical of many cities in that the health code is state law. As such, cities are unable to craft law; they can only enforce provisions established at the state level.

### *Recommendation*

Cities looking to adopt sanitation regulations for mobile vendors should adhere to the standard requirements in cities with an already established food truck industry. These regulations can be found on almost any city government website; Austin has particularly clear processes.<sup>17</sup> Since many cities are unable to enact their own sanitation laws, they may want to articulate their need and concerns to the state legislature when appropriate.

## Food Safety

Not surprisingly, the specifics of food safety do not vary that much from city to city. The guidelines for the cities profiled in this guide are common sense and fairly straightforward.

For example, in Atlanta, mobile vendors are mandated to have a "Certified Food Safety Manager" (CFSM). The CFSM could be the owner or an operator; whoever is selected must complete a food safety-training program and pass a "professionally validated" CFSM exam. The mobile unit must always have a designated Person in Charge (PIC). This will be the CFSM when present. When absent,

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the CFMSM must designate someone else as the PIC. During Health Authority inspections, the PIC may be asked to demonstrate their “knowledge of foodborne disease prevention,” for example. The Food Code lists a variety of ways this can be shown, such as demonstrating knowledge of how to properly handle food, among other things.<sup>18</sup>



### *Recommendation*

State laws often require mobile vendors to adhere to the same food safety regulations that are applied to brick-and-mortar restaurants. This is an effective way to promote proper food handling and accountability. Many vendors report that they actually appreciate the standards because they serve to combat the “roach coach” stereotype. Brian Bottger, a food truck vendor in Durham, is one of these operators. He likes that he can confidently tell patrons that his truck is held to the same health standards as restaurants.<sup>19</sup>

## Role of Commissaries

One of the most promising and more diversified aspects of mobile food vending is the commissary, a food truck “home base” of sorts. Commissaries are fixed location kitchens where food must be prepped before being loaded onto the truck for cooking and selling. They often operate as storage for various ingredients as well.

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### *Stakeholder Concerns*

All stakeholders can benefit from the appropriate utilization of commissaries. If more than one truck may operate out of a commissary, city employees, whether collecting licensing and permit documents and fees, or performing routine inspections for maintaining sanitation and public health standards, have fewer places to visit and can more easily streamline their permit review and inspection process.

Food truck owners can reap the benefits of the economies of scale that commissaries provide. Compliance with many of the regulatory burdens food trucks face are less expensive when shared by several owners; mobile vendors can also be assured that they are doing their due diligence with regards to regulations, which if not properly followed could mean large fines and even the possibility of being shut down. Commissaries provide new vendors with a central facility to get all the information they need to operate. This can save a significant amount of time and cost, especially when city business codes are difficult to track down. They may also benefit by not having to shoulder the full responsibility for compliance; if they sign a contract with a commissary, it may become the commissary operator's responsibility to see that compliance is achieved.

Commissaries provide brick-and-mortar restaurant owners with the assurance that food trucks are being held to the same standards and inspections as they are. Lastly, the general public can rest easy knowing that commissaries cut down on the number of unregulated mobile vendors and that health concerns are addressed in a thorough and efficient manner (when considering taxpayer monies spent on health departments).

### *Regulatory Trends*

All of the cities included in this guide have a commissary requirement. Boston requires proof that food trucks are serviced by a mobile food vending commissary and that mobile vendors keep accurate logs indicating that the food truck is serviced at least twice daily by a mobile food commissary for all food, water and supplies, and for all cleaning and servicing operations. In Washington, D.C., all vendors must maintain access to an approved depot location. A copy of the license for the service support facility and/or a recent inspection report is required to be presented. In St. Louis and Denver, trucks must operate from a commissary and report there once a day to clean all supplies and servicing operations.

### *Recommendations*

Mobile vendors should embrace the use of commissaries. It is recommended that cities adopt an approach similar to the ones employed in Austin and Durham, where all food trucks must have a contract with a commissary, but more than one food truck may be associated with a single commissary.<sup>20</sup> Food trucks may also negotiate with restaurants to utilize (and pay) them as places to dispose of waste. These contracts foster a sense of community and keep conflicts to a minimum. In Durham, multiple mobile vendors are also able to use a single commissary.

This approach best satisfies the concerns of all stakeholders. The regulation is not terribly onerous to the food truck operators, but still ensures food safety, which the public and the city may be concerned about. It helps give the impression that food trucks are being held to the same standards, which restaurants appreciate; and makes it easier for local food safety enforcement officials to do their job.

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# Public Safety

Public safety is a key reason why many cities began regulating food trucks. Issues around public safety include private property, vending near schools, and pedestrian safety.



## Private Property

Private property options for mobile vendors create opportunities for businesses to extend their market reach, particularly for denser cities or those with very little public space (consider the Atlanta case discussed under public space). The cities included here have adopted a variety of regulatory models to address private space. In some cases, they practice a more informal approach, allowing food truck operators to gain a private space permit and conduct business without further regulatory strings attached. Others restrict mobile vending operations solely to private property. Equally important are existing zoning codes applied to private property that may or may not be zoned for vending.

### *Stakeholder Concerns*

Standard public safety practices used in other city regulatory affairs (within the realm of private property) ought to lead the dialogue and development of relevant rules that empower proprietors to observe

and enforce appropriate safety measures on their property, and communicate those measures with mobile vendors. For cities, responsibility of property maintenance is lessened and is likely to fall on the shoulders of vendors and property owners, who will determine ways to address sanitation, safety, and property upkeep. Mobile vendors generally appreciate the flexibility that private space has to offer, e.g. fewer time restrictions and less government involvement in their daily operations.

### *Regulatory Trends*

When examined through the lens of public safety, the cities selected have adopted a variety of regulatory models to deal with private property. Seven cities had rules regarding private property. Two cities lacked specifics on the issue, perhaps because they do not allow vendors to operate in private space in general. Cities that allow the use of private property for mobile vending have designated specific private zones where food trucks can operate to ensure public safety.

### *Recommendations*

The adoption of more lenient regulatory language is generally the preferred approach for food trucks on private property, with the exception of denser regions. Owners of private property have the power to control what takes place on their land, including the ability to exclude whomever they choose. The issue at stake is not how to best balance the needs of various parties that have access to the land, as it is with public space. Instead, the emphasis shifts to reducing any negative externalities that might spillover onto adjacent or neighboring properties, particularly if an owner grants permission to multiple vendors.



As such, a regulatory framework that is generally less restrictive than for public property is appropriate as long as the owners grant permission for their land to be used by mobile vendors. However, since there is a greater danger of negative externalities when private property is located in denser areas, a modestly more regulated structure may be called for within these regions.

In Indianapolis, few regulations limit mobile vending business on private property. While the time-frame for vending on public space is limited to between 10am and 6pm, a business can get a permit for operating on private property and simply park at parking meters for the same rate as personal vehicles.<sup>21</sup> The majority of Portland's mobile vending occurs on private property, particularly surface parking lots.<sup>22</sup> A zoning permit may be required for development associated with a mobile vending cart, such as changes to an existing parking area, landscaping, and drive-through facilities. Vending carts over 16 feet in length, with or without wheels, are considered Heavy Trucks by the Zoning Code, and are not allowed in certain zones.<sup>23</sup>

## Vending Near Schools

Mobile vendors encounter several public safety issues when deciding to operate near schools. Issues of concern include traffic-related safety, increased chances of interaction with predators that may be waiting for children to step off public property, and whether the food offered by mobile vendors meets school food safety standards.<sup>24</sup>

### *Stakeholders*

Mobile vendors are beginning to recognize the potential opportunity to expand the food options available to local secondary schools and simultaneously capture a new, steady stream of customers, but they may be met with opposition from school administrators and parents who see their presence as a threat to safety and may view their menu options as potentially unhealthy. Cities looking to regulate vending near schools must determine the best precautionary measures in terms of distance requirements that mobile vendors must abide by.

### *Regulatory Trends*

Five of the cities included in the guide have regulations around vending near schools. The regulations emphasized specific distances from schools that are intended to keep students from venturing off campus to patronize mobile vendors, and maintain safety standards for neighboring schools and communities. All other cities have no specific rules around this, perhaps indicating that this is not an issue in their jurisdictions.

### *Recommendations*

Restrictions on operating during school hours are recommended, and mobile vendors should be required to maintain farther proximity from schools compared to restaurants, keeping density in mind. The time restriction is mostly a health-related issue, while the proximity suggestion is largely motivated by safety concerns. The framing of regulations surrounding mobile vendors and schools should be focused on protecting children during school operating hours. This approach keeps vendors from selling to students without adult supervision, but still allows them to benefit from afterschool activities

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such as games, competitions, and concerts, where adults are more likely to influence food consumption decisions. However, proximity requirements should not handicap vendors in denser areas from selling in viable spaces that happen to be closer to schools.

In Indianapolis, vendors are prohibited from operating within a distance of 1,000 feet (roughly 0.2 miles) of any part of a public or private grade or junior high school grounds while school is in session. In Durham, a special temporary permit can be obtained for mobile vendors to operate at non-profit or civic events held on public property such as a school.

School districts that want to expand their food options, but wish to do so with minimal budgetary impact should work with city officials to create school vending permits for a limited number of vendors. Designated curb-side parking (which is not adjacent to a main road) could reduce many public safety concerns, particularly if students are generally allowed to roam the school parking lot where the trucks would operate. As long as they continue to comply with the city's food safety standards, this could be a viable option for city and school officials.

## Pedestrian Safety

Mobile vendors move from location to location, coming in close contact with pedestrians at intersections and street corners every day. While some city ordinances have distance-from-pedestrian/sidewalk requirements (e.g. Durham has a 4-foot rule), the majority of the cities examined here have no such language in their regulations. Pedestrian safety may be part of a broader regulatory approach in many cities, but that focus often lacks emphasis or enforcement for mobile vendors (although it may be taken up in other sections of city ordinances). Pedestrian and intersection safety measures be included in food truck regulations, as they affect all potential food truck patrons.

# Additional Recommendations

In addition to the recommendations included under each policy area, there are other, more general recommendations to help cities adopt new vending policies, amend existing policies, build stakeholder collaboration, and harness the potential for economic growth through the mobile food industry. Five of these recommendations are discussed in detail below:

## **1. Hold Town Hall Forums and Private Meetings with Core Stakeholders.**

Durham decided to embrace a very inclusive approach to their ordinance restructuring. The city brainstormed initial ideas internally then presented the draft suggestions to the public for feedback. They also had private meetings with individual stakeholders to allow them to speak freely without fear of backlash. This tactic was particularly useful for restaurants in a food truck friendly city like Durham. Any fears they may have been afraid to share in Town Hall meetings could still be articulated to decision-makers. The weight of opinion worked against restaurants in this context, but they were still brought to the table.

## **2. Encourage Dialogue and the Building of Relationships Among Competing Stakeholders.**

Cities should look for ways to encourage relationships between the various stakeholders. At the heart of proximity rules are concerns that restaurants (and other established businesses) have about unfair competition. They pay expensive monthly rents and property taxes, but they are also engaged with the community. Because they are stationary, most restaurants see themselves as part of the community fabric. They create employment opportunities and care about neighborhood safety and aesthetics. Some view mobile vendors as profit-driven, fly-by-night operators with few or no ties to the community. Conversely, mobile vendors often feel that restaurateurs are fearful of innovation in food culture.

Collaboration between these stakeholders is something to strive toward, and cities can play an important role in spearheading dialogue between these groups. Conferences, forums, or meetings could be called with stakeholders from both sides invited to the table in a spirit of cooperation, with the intent of encouraging them to see each other as collaborators rather than competitors more often than they currently do. It could also encourage voluntary compromise help craft solutions that balance the needs and concerns of both parties. Cincinnati has achieved this, to some degree. Food Truck Alliance President Matt Kornmeyer explained that food trucks in the city, voluntarily maintain a 100-foot distance from neighboring restaurants as a sign of respect to brick and mortars, and as a preparatory measure.<sup>25</sup>

## **3. Implement Pilot Programs to Determine What Regulations to Adopt.**

Pilot programs are flexible, encourage innovation, and can help uncover and address issues unique to particular communities. They are usually implemented on a small scale, so they do not create a sudden, large burden on an already existing network, and they provide insight that can inform the decision-making process before regulations are made into law. Their flexibility and emphasis on experimentation make them an especially useful tool for new industries. Pilot programs are being used in a variety of cities, including Oakland, and are recommended for cities with a relatively new food truck scene or a rapidly expanding one.

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In 2001, the Oakland City Council created the Pushcart and Vehicular Food Vending Pilot Programs.<sup>26</sup> The pilot program was created to promote the health, safety, comfort, convenience, prosperity, and general welfare by requiring that new and existing pushcart food vendors provide residents and customers with a minimum level of cleanliness, quality and safety.<sup>27</sup> This program issued 60 permits and required a 10-step validation process, including a complete application, proof of Business Tax Certificate, and a photocopy of a valid driver's license.<sup>28</sup> The program restricted the use of these permits to centralized districts because of the added desire to infuse economic development into the city.<sup>29</sup> This pilot program is still active.



#### **4. Use Targeted Practices as a Way to Address Underserved Areas of the City.**

The issue of food accessibility has been linked to poverty, decreased public health, and quality of life.<sup>30</sup> Moreover, in recent years, food deserts have become an issue of public concern. Although the cities included here are not directly using mobile vending to combat food deserts, some are employing a targeted strategy to get food trucks into various areas of their cities, outside of the core downtown districts, some of which are underserved by brick and mortar restaurants.

Initially, the 2012 Cincinnati City Council approved an ordinance that declared a mobile vendor could not sell food on the curbside or right-of-way. Now, seven zones exist in strategic places around the city, up from four in 2011 per the recommendation of the Department of Community Development.<sup>31</sup>

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Denver has actively considered several issues that might impact or encourage economic development. These include whether food truck clustering could be used to combat food deserts, the ability of food trucks to activate underutilized space (like surface parking lots), food trucks as restaurant incubators underserved areas.<sup>32</sup>

### **5. Identify Private Vacant Lots and Create Partnerships for Mobile Vendors to Gather and Vend in the Same Location.**

The use of private space has been used to create several food truck centers that increase economic activity in various West Coast cities. For example, Portland is known as the food truck capital of the world. This type of clustering can create hot spots for loyal customers, as well as an opportunity for mobile vendors to gain new clients. For city government, it can create an ease of regulation and enforcement by focusing the attention and resources on specific parts of the city.

While Portland has a number of the more traditional mobile food trucks around the city, the majority of their mobile vending occurs on private property, particularly surface parking lots and vacant lots.<sup>33</sup> Portland uses food truck centers to create economic vibrancy within various parts of the city. In 2009, the city proposed the use of vacant lots as pods, or areas for food trucks to cluster. The idea was to use vacant lots as catalysts for economic development, deterring blight and encouraging vibrancy in the process. It is important to note that while many of the food trucks (what they refer to as food carts ) are mobile, the city has several stationary mobile units. These units are moveable, but primarily remain on private property.<sup>34</sup> Many of the pods are hosts to more permanent vending units, particularly in downtown. They are still classified as mobile though because as long as the food carts are on wheels, they are considered vehicles in the eyes of the law, and are therefore exempt from the building code.<sup>35</sup>

Atlanta often uses private surface parking lots to encourage mobile selling. Atlanta has also had a very active and successful food truck association, the Atlanta Street Food Coalition, which does an admirable job mobilizing vendors, and keeping public and private partners informed.

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# Conclusion

Mobile vending is not just a passing fad. However, it is important to recognize that there is no one size fits all prescription for how best to incorporate food trucks into the fabric of a community. Many characteristics contribute to the complexity and vibrancy of a city, including political climate, state laws, demographics, and the existing restaurant industry. With this in mind, the recommendations included here are intended to be flexible enough to accommodate different circumstances, but logical enough to provide useful guidance. They can serve as a road map that will help cities establish a regulatory framework best suited to their unique circumstances and that takes into account the whole spectrum of stakeholder needs and concerns.



# About this Publication

Research for this guide and the original draft of the document were completed by graduate students at the George Washington University Trachtenberg School of Public Policy and Public Administration. Contributors include Anju Chopra, Malia Dalesandry, Garrett Jackson, Ana Jara, and Stephen Tu. These students worked in partnership with J. Katie McConnell, Brett Common, and Christiana McFarland at the National League of Cities to conduct an analysis of food truck regulations in cities across the country. The final report was edited by Christiana McFarland and Emily Pickren at NLC.

The National League of Cities is the nation's oldest and largest organization devoted to strengthening and promoting cities as centers of opportunity, leadership and governance. NLC is a resource and advocate for more than 1,600 member cities and the 49 state municipal leagues, representing 19,000 cities and towns and more than 218 million Americans.

NLC provides research and analysis on key topics and trends important to cities, creative solutions to improve the quality of life in communities, inspiration and ideas for local officials to use in tackling tough issues and opportunities for city leaders to connect with peers, share experiences and learn about innovative approaches in cities.

## Acknowledgements

Special thanks to the George Washington University Trachtenberg School of Public Policy and Public Administration faculty and staff, particularly Elizabeth Rigby and Patrick Besha. Special thanks also go to all the interviewees - city staff, food trucks owners, and city officials for their candid and informative perspectives regarding the regulatory concerns and opportunities for their cities.

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# Appendix

## *Selection of Cities*

This report analyzes mobile vending regulations across a range of cities. First, cities with existing food truck industries (51 in total) were identified, based on information from the Washington, DC Department of Transportation (DDOT). Each city's context and food truck policy/regulatory environment was reviewed, and data was gathered on each city's region, population density, level of the local food truck industry, and availability of mobile vending regulations. The 51 cities were stratified into three groups based on population density. Specifically, we developed a three-tiered density structure in which cities were classified as:

- Low density (cities as those with a density range of 3,500 persons per square mile (ppsm) and below)
- Moderate density, (cities with 3,501-7000 ppsm)
- High population densities (cities with 7,001 ppsm and above)

Ultimately, the sample of cities drawn ranges in population size from 279,641 (Durham) to 827,609 (Indianapolis), in density from 936 ppsm (Durham) to 12,793 ppsm (Boston). Very large cities like New York City (27,000 ppsm) and San Francisco (17,000 ppsm) were not included on the basis that conclusions drawn from analyzing their regulations would not be generalizable to most other cities.

Between three and five cities from each population density tier were selected for a total of 13 cities, as shown in Figure 1 and highlighted in the map below (Figure 2). The selection process focused on cities with a food truck presence, then cities were divided into geographic regions, and several cities were chosen from those regions. Context and background were also taken into account. That is, cities with mobile vending regulations and histories that insufficiently highlighted particularly noteworthy regulatory conflicts or solutions were ruled out in favor of those that lent themselves better to examination of recurring themes and common pitfalls.

With such an approach, it is possible that a city regulation that was uniquely innovative or informative in some way was overlooked. The low, medium and high density methodological structure, paired with the regional breakdown, is an attempt to minimize this risk.

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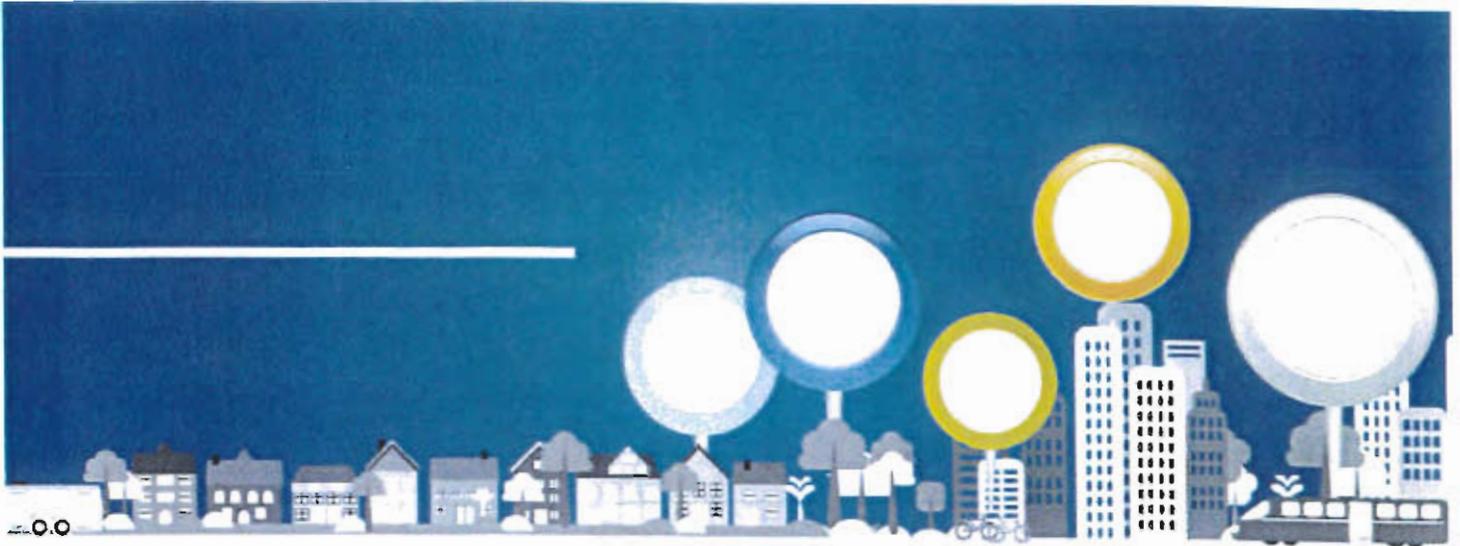


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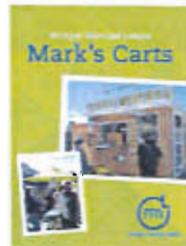




## Mark's Carts – Ann Arbor

Capitalizing on a growing national trend of food carts, Mark's Carts brings people of all ages together by offering delicious local food and communal seating, which has generated energy and activity on the nearby streets and neighborhood.

**Inspiration:** Sitting on the back steps of the Downtown Home and Garden store, owner Mark Hodesh was pondering ways to utilize the privately owned empty lot behind his already successful business. Although he was not thinking about a foodie movement as such, he was inspired by a pizza oven on wheels that he saw in Brooklyn, NY. It took him about "five seconds" to come up with food carts, and thus, Mark's Carts was born.



[Download PDF](#)

**Project Scope:** Mark's Carts, comprised of eight food carts on a 40 x 75 foot lot, recently completed its second successful season. Each of the food carts is individually owned by the vendors and each presents a different style of ethnic or regional food.



### Accomplishments:

- ❑ Operated at full capacity during its two years of operation. Preparations are underway for the 2013 season.
- ❑ Created 35 full- and part-time jobs.
- ❑ Creates a festival atmosphere by offering communal seating with picnic tables.
- ❑ Allows vendors to enter the food business as a stepping stone for opening their own restaurants. Provides an incubator for food owners to try out new recipes and marketing strategies before they move on to a brick and mortar establishment. So far, two food cart businesses have moved on to open permanent restaurants.

- 12 Two established restaurants are setting up food carts as an avenue to reach out to new customers
- 13 Provides a different downtown dining option
- 14 Animates and brings more foot traffic to an area of town which originally lacked in activity
- 15 Brings an increase of business and foot traffic to the Downtown Home and Garden store.
- 16 Raises awareness of healthy locally grown food.
- 17 Continues to receive extensive local media coverage on the concept of food carts, thus acting as a catalyst to spread the trend to other Michigan cities.
- 18 Sparked additional entrepreneurship on the same property, with a seasonal beer garden adjacent to the food carts. The beer garden in turn has increased the food cart evening business significantly.



**Budget/Equipment:** The cost of a food cart can range from \$6,000 to \$20,000. Over and above the cost of the carts, the fee for the 2013 season is \$9,500 which includes: utilities; access to the shared prep kitchen; a kitchen manager; daily cleaning; cleaning supplies and four press releases.

Mark built a kitchen on his property, which is a legal requirement in order to serve food. (It is starting to get some off season use from neighborhood restaurants that need extra space.) Kitchen requirements vary from county to county, so it is important to check with the health department on equipment and design elements. Mark also recommends that you share the menu(s) with the county health department.

**Actions Taken:**

1. **Identify your needs and opportunity:** Adapt to changing markets. Food always brings people together and food carts are an easy entry level. Talk to area restaurant owners to see how they feel about it. Research shows that food carts do not take away from established restaurants, but rather attract more people and potentially create viable entrepreneurial opportunities to start other businesses.
2. **Follow the rules:** Talk with your city officials and planning department to make sure that you are in compliance with your local ordinances. Meet with your county health department. Make sure you are fully informed of what you are allowed to do. If barriers exist, present your business plan and gather your supporters to try and work with the city to see if the affected laws can be amended. Regulations in Michigan do require that a legal kitchen be on the premises.
3. **Solicit neighboring allies:** It's important to get buy-in right up front. Talk to nearby business owners, share your ideas and make your case for the potential economic impact food carts would bring to the area.
4. **Make it accessible:** As an entry-level business to the food industry, food carts offer people from all different socioeconomic backgrounds the opportunity to potentially start a small business. Keep it affordable and the application process straightforward.
5. **Promote good physical design:** In addition to good food, create a physical space that allows people to sit and interact with those they don't know. Picnic tables



provide excellent seating to encourage spontaneous conversations. The goal is to create a social space that encourages and supports good social activity.

6. It's not just about the food! It's about creating a new social space and animating a previously dead space and street. Mark's Carts has transformed this west edge of downtown. Be flexible and open to other activities that can sprain from the original intent. Music and food tasting contests

# PLACEMAKING

## Lessons Learned:

Capitalizing on the distinctive assets of a community to integrate a mixture of uses that connect people and places on a human scale. It is a scalable strategy to create adaptable, economically competitive 21st century communities worth caring about

- Keep it flexible. Mark allows the carts to stay open as long as they want if there is business. (Some of the carts stay open to serve the bear garden customers.)
- Be honest with yourself about what will realistically work for your community. But don't be afraid to try. Mark states that he is "driven by fear of failure."
- Contact the appropriate governing bodies upfront to make sure that everyone is on the same page
- Get buy-in from surrounding neighbors and businesses. Demonstrate how increased people traffic benefits everyone.
- Use social media – Twitter and Facebook – to market your business and engage the community.



## Documents:

- Food Carting: Rethinking Urban Spaces as People Places
- Application Form
- Agreement
- Food on Wheels: Mobile Vending Group Application

Visit: [www.marks-cart.com](http://www.marks-cart.com)

Twitter: [@MarkCartsAZ](https://twitter.com/MarkCartsAZ)

Facebook: [www.facebook.com/MarkCartsAZ](https://www.facebook.com/MarkCartsAZ)

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# CITY OF MASON FIRE DEPARTMENT

KERRY J. MINSHALL, CHIEF  
221 W ASH  
MASON, MI 48854  
PH: 517-244-9025  
FAX: 517-244-9028

---

To: Deborah Cwiertniewicz

From: Kerry Minshall

Date: March 30, 2015

Re: Good Bites  
Request to occupy city right of way

I have received a copy of the letter to City Council from Good Bites Manager Nicole Austin requesting to park and vend in the street in front of Bad Brewing. It does not appear to be a Special Event but rather a blanket request with few parameters.

The fire department is not against the food truck and food cart industry as long as current codes and regulations are followed however I feel that granting the request at this time would be premature and short sighted as this could set precedence that may impact local businesses, and future community and special events.

As discussed in our recent visioning session I feel that the city needs to have an in depth discussion/study and possibly adopt an ordinance that regulates food trucks, food carts and similar businesses operating in the City of Mason.

At this time I would not recommend allowing this request.



## MEMORANDUM

To: Honorable Mayor Waltz and City Council Members  
Fr: Deborah J. Cwierniewicz, City Clerk  
Dt: April 20, 2015  
**Re: Letter of Request – Good Bites, Food Truck Vendor**

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Staff has reviewed the letter of request submitted by Good Bites to locate a food truck in the right-of-way on Jefferson Street to operate a business offering lunch and dinner up to three days a week. This business is currently regulated under Mason Code, Chapter 10 – Businesses, Article II. Peddlers, Solicitors, Transient Merchants and Related Businesses. However, this license is insufficient to regulate food truck and cart vendors.

The growing trend of food trucks and carts is promoted by the Michigan Municipal League as part of Place Making. Many Michigan communities have had such businesses operating for a few years. Staff also supports the new business trend, but upon review of several Michigan city ordinances, could not support the request at this time because there is not a policy in place to regulate this type of business.

The new business trend has led Michigan communities to enact ordinances, updating regulations to address food trucks and carts. The review conducted by staff shows that there are many aspects of the business and its regulation that need to be in place.

Some of the items identified relate to the fee structure, approved locations, fire and safety regulations, hours of operation, the impact on area restaurant businesses, truck regulations versus cart regulations, code enforcement, and regulation inspections. This is not an inclusive list.

It is the recommendation of the City Clerk to deny the request until such time as an ordinance is enacted to regulate the business.

PERIOD ENDING 03/31/2015

| GL NUMBER                      | DESCRIPTION                  | 2014-15             | YTD BALANCE                     | ACTIVITY FOR                            | AVAILABLE                    | % BDTG<br>USED |
|--------------------------------|------------------------------|---------------------|---------------------------------|---|------------------------------|----------------|
|                                |                              | AMENDED<br>BUDGET   | 03/31/2015<br>NORMAL (ABNORMAL) | MONTH 03/31/2015<br>INCREASE (DECREASE) | BALANCE<br>NORMAL (ABNORMAL) |                |
| <b>Fund 101 - GENERAL FUND</b> |                              |                     |                                 |   |                              |                |
| <b>Revenues</b>                |                              |                     |                                 |   |                              |                |
| 000.00                         |                              | 86,110.00           | 0.00                            | 0.00                                    | 86,110.00                    | 0.00           |
| 215.00                         | CLERK                        | 50.00               | 364.57                          | 0.00                                    | (314.57)                     | 729.14         |
| 254.00                         | TREASURER/FINANCE            | 5,010,980.00        | 4,407,079.16                    | 263,001.90                              | 603,900.84                   | 87.95          |
| 271.00                         | FORESTRY                     | 29,770.00           | 37,288.96                       | 2,100.00                                | (7,518.96)                   | 125.26         |
| 276.00                         | CEMETERY                     | 37,200.00           | 23,959.00                       | 2,976.00                                | 13,241.00                    | 64.41          |
| 301.00                         | POLICE DEPARTMENT            | 68,425.00           | 54,863.46                       | 4,124.27                                | 13,561.54                    | 80.18          |
| 336.00                         | FIRE DEPARTMENT              | 167,535.00          | 134,405.16                      | 8,042.85                                | 33,129.84                    | 80.23          |
| 528.00                         | REFUSE COLLECTION            | 347,405.00          | 349,603.31                      | 0.00                                    | (2,198.31)                   | 100.63         |
| 747.00                         | COMMUNITY GARDEN             | 375.00              | 380.00                          | 380.00                                  | (5.00)                       | 101.33         |
| 751.00                         | RECREATION                   | 4,250.00            | 2,940.00                        | 640.00                                  | 1,310.00                     | 69.18          |
| 850.00                         | WORKERS COMPENSATION         | 47,860.00           | 39,337.00                       | 0.00                                    | 8,523.00                     | 82.19          |
| <b>TOTAL Revenues</b>          |                              | <b>5,799,960.00</b> | <b>5,050,220.62</b>             | <b>281,265.02</b>                       | <b>749,739.38</b>            | <b>87.07</b>   |
| <b>Expenditures</b>            |                              |                     |                                 |   |                              |                |
| 101.00                         | COUNCIL                      | 41,555.00           | 27,176.11                       | 2,870.45                                | 14,378.89                    | 65.40          |
| 172.00                         | ADMINISTRATOR                | 293,425.00          | 211,106.70                      | 16,027.54                               | 82,318.30                    | 71.95          |
| 209.00                         | ASSESSING                    | 48,705.00           | 36,516.16                       | 4,017.97                                | 12,188.84                    | 74.97          |
| 215.00                         | CLERK                        | 138,165.00          | 104,510.53                      | 8,422.29                                | 33,654.47                    | 75.64          |
| 247.00                         | BOARD OF REVIEW              | 650.00              | 510.00                          | 450.00                                  | 140.00                       | 78.46          |
| 254.00                         | TREASURER/FINANCE            | 592,735.00          | 402,487.73                      | 27,911.33                               | 190,247.27                   | 67.90          |
| 260.00                         | TECHNOLOGY                   | 70,445.00           | 31,308.67                       | 3,618.07                                | 39,136.33                    | 44.44          |
| 265.00                         | BUILDING OFFICIAL/CITY HALL  | 162,685.00          | 109,133.30                      | 11,517.34                               | 53,551.70                    | 67.08          |
| 266.00                         | LEGAL/ATTORNEY               | 90,000.00           | 69,032.58                       | 8,255.26                                | 20,967.42                    | 76.70          |
| 268.00                         | PARK STREET PROPERTY         | 41,985.00           | 0.00                            | 0.00                                    | 41,985.00                    | 0.00           |
| 269.00                         | PROPERTY                     | 479,420.00          | 470,994.81                      | 168,498.07                              | 8,425.19                     | 98.24          |
| 271.00                         | FORESTRY                     | 72,135.00           | 53,452.48                       | 4,502.42                                | 18,682.52                    | 74.10          |
| 272.00                         | ADMINISTRATIVE SERVICES      | 276,435.00          | 208,661.23                      | 9,557.01                                | 67,773.77                    | 75.48          |
| 276.00                         | CEMETERY                     | 185,040.00          | 122,153.02                      | 8,816.33                                | 62,886.98                    | 66.01          |
| 305.00                         | POLICE ADMINISTRATION        | 313,190.00          | 232,714.24                      | 17,166.46                               | 80,475.76                    | 74.30          |
| 315.00                         | CROSSING GUARDS              | 24,080.00           | 18,335.68                       | 2,045.34                                | 5,744.32                     | 76.14          |
| 316.00                         | POLICE PATROLLING            | 997,765.00          | 787,952.53                      | 53,374.50                               | 209,812.47                   | 78.97          |
| 336.00                         | FIRE DEPARTMENT              | 505,095.00          | 452,709.74                      | 28,357.26                               | 52,385.26                    | 89.63          |
| 380.00                         | PLANNING/ZONING OFFICIAL     | 126,435.00          | 93,120.10                       | 9,060.76                                | 33,314.90                    | 73.65          |
| 426.00                         | CIVIL DEFENSE                | 5,455.00            | 2,262.17                        | 396.50                                  | 3,192.83                     | 41.47          |
| 428.00                         | DISASTER ACCOUNT             | 100.00              | 0.00                            | 0.00                                    | 100.00                       | 0.00           |
| 441.00                         | PUBLIC SERVICES              | 5,655.00            | 4,581.78                        | 281.79                                  | 1,073.22                     | 81.02          |
| 447.00                         | ENGINEERING                  | 295.00              | 295.00                          | 0.00                                    | 0.00                         | 100.00         |
| 448.00                         | STREET LIGHTING              | 115,465.00          | 71,363.56                       | 7,433.54                                | 44,101.44                    | 61.81          |
| 458.00                         | SIDEWALK CONSTRUCTION-REPAIR | 5,050.00            | 2,050.00                        | 0.00                                    | 3,000.00                     | 40.59          |
| 528.00                         | REFUSE COLLECTION            | 346,750.00          | 264,925.05                      | 27,785.14                               | 81,824.95                    | 76.40          |
| 747.00                         | COMMUNITY GARDEN             | 550.00              | 55.06                           | 0.00                                    | 494.94                       | 10.01          |
| 756.00                         | PARKS AND BALL DIAMONDS      | 157,520.00          | 110,892.00                      | 4,473.53                                | 46,628.00                    | 70.40          |
| 775.00                         | SENIOR CITIZENS              | 8,060.00            | 5,385.00                        | 125.00                                  | 2,675.00                     | 66.81          |
| 790.00                         | LIBRARY                      | 27,120.00           | 24,058.96                       | 6,823.75                                | 3,061.04                     | 88.71          |
| 806.00                         | CHRISTMAS DECORATIONS        | 5,355.00            | 3,489.84                        | 186.46                                  | 1,865.16                     | 65.17          |
| 807.00                         | CABLE COMMISSION             | 4,560.00            | 1,210.00                        | 0.00                                    | 3,350.00                     | 26.54          |
| 808.00                         | PLANNING COMMISSION          | 720.00              | 485.35                          | 0.12                                    | 234.65                       | 67.41          |
| 850.00                         | WORKERS COMPENSATION         | 47,860.00           | 51,587.00                       | 12,250.00                               | (3,727.00)                   | 107.79         |
| 855.00                         | RETIREE BENEFITS             | 99,210.00           | 91,212.15                       | 9,454.90                                | 7,997.85                     | 91.94          |
| 890.00                         | CONTINGENCIES                | 61,980.00           | 515.00                          | 0.00                                    | 61,465.00                    | 0.83           |
| 999.00                         | SURPLUS                      | 488,310.00          | 103,403.65                      | 55,959.69                               | 384,906.35                   | 21.18          |
| <b>TOTAL Expenditures</b>      |                              | <b>5,839,960.00</b> | <b>4,169,647.18</b>             | <b>509,638.82</b>                       | <b>1,670,312.82</b>          | <b>71.40</b>   |

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 03/31/2015

| GL NUMBER                | DESCRIPTION                    | 2014-15<br>AMENDED<br>BUDGET | YTD BALANCE<br>03/31/2015<br>NORMAL (ABNORMAL) | ACTIVITY FOR<br>MONTH 03/31/2015<br>INCREASE (DECREASE) | AVAILABLE<br>BALANCE<br>NORMAL (ABNORMAL) | % BDGT<br>USED |
|--------------------------|--------------------------------|------------------------------|--|---|---|----------------|
| Fund 101 - GENERAL FUND  |                                |                              |  |   |   |                |
| Fund 101 - GENERAL FUND: |                                |                              |  |   |   |                |
|                          | TOTAL REVENUES                 | 5,799,960.00                 | 5,050,220.62                                   | 281,265.02  | 749,739.38                                | 87.07          |
|                          | TOTAL EXPENDITURES             | 5,839,960.00                 | 4,169,647.18                                   | 509,638.82  | 1,670,312.82                              | 71.40          |
|                          | NET OF REVENUES & EXPENDITURES | (40,000.00)                  | 880,573.44                                     | (228,373.80)  | (920,573.44)                              | 2,201.43       |

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 03/31/2015

| GL NUMBER                      | DESCRIPTION              | 2014-15<br>AMENDED<br>BUDGET | YTD BALANCE<br>03/31/2015<br>NORMAL (ABNORMAL) | ACTIVITY FOR<br>MONTH 03/31/2015<br>INCREASE (DECREASE) | AVAILABLE<br>BALANCE<br>NORMAL (ABNORMAL) | % BDGT<br>USED |
|--------------------------------|--------------------------|------------------------------|--|---|---|----------------|
| Fund 202 - MAJOR STREETS FUND  |                          |                              |  |   |   |                |
| Revenues                       |                          |                              |  |   |   |                |
| 000.00                         |                          | 957,780.00                   | 259,076.67                                     | 30,225.93   | 698,703.33                                | 27.05          |
| TOTAL Revenues                 |                          | 957,780.00                   | 259,076.67                                     | 30,225.93   | 698,703.33                                | 27.05          |
| Expenditures                   |                          |                              |  |   |   |                |
| 000.00                         |                          | 101,330.00                   | 0.00   | 0.00  | 101,330.00                                | 0.00           |
| 451.00                         | STREET/ROAD CONSTRUCTION | 585,780.00                   | 18,665.00                                      | 1,305.00  | 567,115.00                                | 3.19           |
| 463.00                         | STREET MAINTENANCE       | 135,335.00                   | 89,485.19                                      | 3,689.79  | 45,849.81                                 | 66.12          |
| 474.00                         | TRAFFIC SERVICES         | 23,725.00                    | 25,133.04                                      | 111.04  | (1,408.04)                                | 105.93         |
| 478.00                         | WINTER MAINTENANCE       | 39,205.00                    | 34,034.53                                      | 14,941.23   | 5,170.47                                  | 86.81          |
| 482.00                         | STREET ADMIN/GEN EXP     | 72,405.00                    | 66,040.00                                      | 0.00  | 6,365.00                                  | 91.21          |
| TOTAL Expenditures             |                          | 957,780.00                   | 233,357.76                                     | 20,047.06   | 724,422.24                                | 24.36          |
| Fund 202 - MAJOR STREETS FUND: |                          |                              |  |   |   |                |
| TOTAL REVENUES                 |                          | 957,780.00                   | 259,076.67                                     | 30,225.93   | 698,703.33                                | 27.05          |
| TOTAL EXPENDITURES             |                          | 957,780.00                   | 233,357.76                                     | 20,047.06   | 724,422.24                                | 24.36          |
| NET OF REVENUES & EXPENDITURES |                          | 0.00                         | 25,718.91                                      | 10,178.87   | (25,718.91)                               | 100.00         |

PERIOD ENDING 03/31/2015

| GL NUMBER                      | DESCRIPTION              | 2014-15           | YTD BALANCE                       | ACTIVITY FOR                              | AVAILABLE                      | % BDGT<br>USED |
|--------------------------------|--------------------------|-------------------|-----------------------------------|---|--------------------------------|----------------|
|                                |                          | AMENDED<br>BUDGET | 03/31/2015<br>(NORMAL (ABNORMAL)) | MONTH 03/31/2015<br>(INCREASE (DECREASE)) | BALANCE<br>(NORMAL (ABNORMAL)) |                |
| Fund 203 - LOCAL STREETS FUND  |                          |                   |                                   |   |                                |                |
| Revenues                       |                          |                   |                                   |   |                                |                |
| 000.00                         |                          | 520,360.00        | 171,133.16                        | 66,500.11                                 | 349,226.84                     | 32.89          |
| TOTAL Revenues                 |                          | 520,360.00        | 171,133.16                        | 66,500.11                                 | 349,226.84                     | 32.89          |
| Expenditures                   |                          |                   |                                   |   |                                |                |
| 451.00                         | STREET/ROAD CONSTRUCTION | 269,530.00        | 84,738.65                         | 68,305.36                                 | 184,791.35                     | 31.44          |
| 463.00                         | STREET MAINTENANCE       | 145,520.00        | 102,931.09                        | 5,374.31                                  | 42,588.91                      | 70.73          |
| 474.00                         | TRAFFIC SERVICES         | 7,870.00          | 6,710.24                          | 46.80                                     | 1,159.76                       | 85.26          |
| 478.00                         | WINTER MAINTENANCE       | 32,880.00         | 21,072.85                         | 9,222.14                                  | 11,807.15                      | 64.09          |
| 482.00                         | STREET ADMIN/GEN EXP     | 64,560.00         | 64,560.00                         | 0.00                                      | 0.00                           | 100.00         |
| TOTAL Expenditures             |                          | 520,360.00        | 280,012.83                        | 82,948.61                                 | 240,347.17                     | 53.81          |
| Fund 203 - LOCAL STREETS FUND: |                          |                   |                                   |   |                                |                |
| TOTAL REVENUES                 |                          | 520,360.00        | 171,133.16                        | 66,500.11                                 | 349,226.84                     | 32.89          |
| TOTAL EXPENDITURES             |                          | 520,360.00        | 280,012.83                        | 82,948.61                                 | 240,347.17                     | 53.81          |
| NET OF REVENUES & EXPENDITURES |                          | 0.00              | (108,879.67)                      | (16,448.50)                               | 108,879.67                     | 100.00         |

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 03/31/2015

| GL NUMBER                                  | DESCRIPTION | 2014-15           | YTD BALANCE                     | ACTIVITY FOR                            | AVAILABLE                    | % BDOGT<br>USED |
|--|-------------|-------------------|---------------------------------|---|------------------------------|-----------------|
|  |             | AMENDED<br>BUDGET | 03/31/2015<br>NORMAL (ABNORMAL) | MONTH 03/31/2015<br>INCREASE (DECREASE) | BALANCE<br>NORMAL (ABNORMAL) |                 |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY  |             |                   |                                 |   |                              |                 |
| Revenues                                   |             |                   |                                 |   |                              |                 |
| 000.00                                     |             | 134,000.00        | 61,057.33                       | 35.26                                   | 72,942.67                    | 45.57           |
| TOTAL Revenues                             |             | <u>134,000.00</u> | <u>61,057.33</u>                | <u>35.26</u>                            | <u>72,942.67</u>             | <u>45.57</u>    |
| Expenditures                               |             |                   |                                 |   |                              |                 |
| 000.00                                     |             | 134,000.00        | 92,655.79                       | 23.99                                   | 41,344.21                    | 69.15           |
| TOTAL Expenditures                         |             | <u>134,000.00</u> | <u>92,655.79</u>                | <u>23.99</u>                            | <u>41,344.21</u>             | <u>69.15</u>    |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY: |             |                   |                                 |   |                              |                 |
| TOTAL REVENUES                             |             | 134,000.00        | 61,057.33                       | 35.26                                   | 72,942.67                    | 45.57           |
| TOTAL EXPENDITURES                         |             | <u>134,000.00</u> | <u>92,655.79</u>                | <u>23.99</u>                            | <u>41,344.21</u>             | <u>69.15</u>    |
| NET OF REVENUES & EXPENDITURES             |             | 0.00              | (31,598.46)                     | 11.27                                   | 31,598.46                    | 100.00          |

PERIOD ENDING 03/31/2015

| GL NUMBER                                | DESCRIPTION | 2014-15           | YTD BALANCE                     | ACTIVITY FOR                            | AVAILABLE                    | % BDGT USED   |
|--|-------------|-------------------|---------------------------------|---|------------------------------|---------------|
|  |             | AMENDED BUDGET    | 03/31/2015<br>NORMAL (ABNORMAL) | MONTH 03/31/2015<br>INCREASE (DECREASE) | BALANCE<br>NORMAL (ABNORMAL) |               |
| Fund 250 - LOCAL DEV. FINANCE AUTHORITY  |             |                   |                                 |   |                              |               |
| Revenues                                 |             |                   |                                 |   |                              |               |
| 000.00                                   |             | 387,815.00        | 1,612,764.79                    | (22,470.33)                             | (1,224,949.79)               | 415.86        |
| TOTAL Revenues                           |             | <u>387,815.00</u> | <u>1,612,764.79</u>             | <u>(22,470.33)</u>                      | <u>(1,224,949.79)</u>        | <u>415.86</u> |
| Expenditures                             |             |                   |                                 |   |                              |               |
| 691.00                                   | L.D.F.A.    | 387,815.00        | 26,844.70                       | 0.00                                    | 360,970.30                   | 6.92          |
| TOTAL Expenditures                       |             | <u>387,815.00</u> | <u>26,844.70</u>                | <u>0.00</u>                             | <u>360,970.30</u>            | <u>6.92</u>   |
| Fund 250 - LOCAL DEV. FINANCE AUTHORITY: |             |                   |                                 |   |                              |               |
| TOTAL REVENUES                           |             | 387,815.00        | 1,612,764.79                    | (22,470.33)                             | (1,224,949.79)               | 415.86        |
| TOTAL EXPENDITURES                       |             | <u>387,815.00</u> | <u>26,844.70</u>                | <u>0.00</u>                             | <u>360,970.30</u>            | <u>6.92</u>   |
| NET OF REVENUES & EXPENDITURES           |             | 0.00              | 1,585,920.09                    | (22,470.33)                             | (1,585,920.09)               | 100.00        |

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 03/31/2015

| GL NUMBER                              | DESCRIPTION | 2014-15<br>AMENDED<br>BUDGET | YTD BALANCE<br>03/31/2015<br>NORMAL (ABNORMAL) | ACTIVITY FOR<br>MONTH 03/31/2015<br>INCREASE (DECREASE) | AVAILABLE<br>BALANCE<br>NORMAL (ABNORMAL) | % B DGT<br>USED |
|--|-------------|------------------------------|--|---|---|-----------------|
| Fund 297 - ECONOMIC DEVELOPMENT COMM.  |             |                              |  |   |   |                 |
| Revenues                               |             |                              |  |   |   |                 |
| 000.00                                 |             | 70.00                        | 30.92  | 3.43  | 39.08                                     | 44.17           |
| TOTAL Revenues                         |             | 70.00                        | 30.92  | 3.43  | 39.08                                     | 44.17           |
| Expenditures                           |             |                              |  |   |   |                 |
| 000.00                                 |             | 70.00                        | 0.00   | 0.00  | 70.00                                     | 0.00            |
| TOTAL Expenditures                     |             | 70.00                        | 0.00   | 0.00  | 70.00                                     | 0.00            |
| Fund 297 - ECONOMIC DEVELOPMENT COMM.: |             |                              |  |   |   |                 |
| TOTAL REVENUES                         |             | 70.00                        | 30.92  | 3.43  | 39.08                                     | 44.17           |
| TOTAL EXPENDITURES                     |             | 70.00                        | 0.00   | 0.00  | 70.00                                     | 0.00            |
| NET OF REVENUES & EXPENDITURES         |             | 0.00                         | 30.92  | 3.43  | (30.92)                                   | 100.00          |

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 03/31/2015

| GL NUMBER                            | DESCRIPTION | 2014-15           | YTD BALANCE                     | ACTIVITY FOR                            |   | AVAILABLE                    |  | % EDGT<br>USED |
|--------------------------------------|-------------|-------------------|---------------------------------|---|---|------------------------------|--|----------------|
|                                      |             | AMENDED<br>BUDGET | 03/31/2015<br>NORMAL (ABNORMAL) | MONTH 03/31/2015<br>INCREASE (DECREASE) | MONTH 03/31/2015<br>INCREASE (DECREASE) | BALANCE<br>NORMAL (ABNORMAL) |  |                |
| Fund 401 - CAPITAL IMPROVEMENT FUND  |             |                   |                                 |   |   |                              |  |                |
| Revenues                             |             |                   |                                 |   |   |                              |  |                |
| 000.00                               |             | 60,000.00         | 25,257.50                       | 1,000.00                                |   | 34,742.50                    |  | 42.10          |
| TOTAL Revenues                       |             | 60,000.00         | 25,257.50                       | 1,000.00                                |   | 34,742.50                    |  | 42.10          |
| Expenditures                         |             |                   |                                 |   |   |                              |  |                |
| 000.00                               |             | 60,000.00         | 6,022.50                        | 0.00                                    |   | 53,977.50                    |  | 10.04          |
| TOTAL Expenditures                   |             | 60,000.00         | 6,022.50                        | 0.00                                    |   | 53,977.50                    |  | 10.04          |
| Fund 401 - CAPITAL IMPROVEMENT FUND: |             |                   |                                 |   |   |                              |  |                |
| TOTAL REVENUES                       |             | 60,000.00         | 25,257.50                       | 1,000.00                                |   | 34,742.50                    |  | 42.10          |
| TOTAL EXPENDITURES                   |             | 60,000.00         | 6,022.50                        | 0.00                                    |   | 53,977.50                    |  | 10.04          |
| NET OF REVENUES & EXPENDITURES       |             | 0.00              | 19,235.00                       | 1,000.00                                |   | (19,235.00)                  |  | 100.00         |

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 03/31/2015

| GL NUMBER                      | DESCRIPTION                  | 2014-15           | YTD BALANCE                     | ACTIVITY FOR                            | AVAILABLE                    | % BGD<br>USED |
|--------------------------------|------------------------------|-------------------|---------------------------------|---|------------------------------|---------------|
|                                |                              | AMENDED<br>BUDGET | 03/31/2015<br>NORMAL (ABNORMAL) | MONTH 03/31/2015<br>INCREASE (DECREASE) | BALANCE<br>NORMAL (ABNORMAL) |               |
| Fund 592 - WATER/SEWER FUND    |                              |                   |                                 |   |                              |               |
| Revenues                       |                              |                   |                                 |   |                              |               |
| 000.00                         |                              | 5,398,350.00      | 2,130,025.11                    | 243,883.02                              | 3,268,324.89                 | 39.46         |
| TOTAL Revenues                 |                              | 5,398,350.00      | 2,130,025.11                    | 243,883.02                              | 3,268,324.89                 | 39.46         |
| Expenditures                   |                              |                   |                                 |   |                              |               |
| 545.00                         | WATER & SEWER ADMINISTRATION | 79,030.00         | 46,572.08                       | 9,885.07                                | 32,457.92                    | 58.93         |
| 546.00                         | SEWER IMPROVEMENT            | 42,660.00         | 42,660.11                       | 42,660.11                               | (0.11)                       | 100.00        |
| 548.00                         | SEWER MAINTENANCE            | 213,090.00        | 127,750.24                      | 3,380.66                                | 85,339.76                    | 59.95         |
| 555.00                         | WASTEWATER TREATMENT PLANT   | 2,475,305.00      | 655,648.41                      | 53,062.98                               | 1,819,656.59                 | 26.49         |
| 556.00                         | WATER MAINTENANCE            | 426,950.00        | 325,308.76                      | 35,679.37                               | 101,641.24                   | 76.19         |
| 557.00                         | STORM SEWER PROGRAM          | 9,425.00          | 15,712.63                       | 0.00                                    | (6,287.63)                   | 166.71        |
| 558.00                         | WATER IMPROVEMENT            | 689,060.00        | 208,350.25                      | 24,981.30                               | 480,709.75                   | 30.24         |
| 559.00                         | WATER TREATMENT PLANT        | 840,710.00        | 733,253.26                      | 449,336.53                              | 107,456.74                   | 87.22         |
| 566.00                         | ALLOWANCE FOR DEPRECIATION   | 665,000.00        | 0.00                            | 0.00                                    | 665,000.00                   | 0.00          |
| TOTAL Expenditures             |                              | 5,441,230.00      | 2,155,255.74                    | 618,986.02                              | 3,285,974.26                 | 39.61         |
| Fund 592 - WATER/SEWER FUND:   |                              |                   |                                 |   |                              |               |
| TOTAL REVENUES                 |                              | 5,398,350.00      | 2,130,025.11                    | 243,883.02                              | 3,268,324.89                 | 39.46         |
| TOTAL EXPENDITURES             |                              | 5,441,230.00      | 2,155,255.74                    | 618,986.02                              | 3,285,974.26                 | 39.61         |
| NET OF REVENUES & EXPENDITURES |                              | (42,880.00)       | (25,230.63)                     | (375,103.00)                            | (17,649.37)                  | 58.84         |

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REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 03/31/2015

| GL NUMBER                            | DESCRIPTION | 2014-15           | YTD BALANCE                     | ACTIVITY FOR                            | AVAILABLE                    | % BDGT<br>USED |
|--------------------------------------|-------------|-------------------|---------------------------------|---|------------------------------|----------------|
|                                      |             | AMENDED<br>BUDGET | 03/31/2015<br>NORMAL (ABNORMAL) | MONTH 03/31/2015<br>INCREASE (DECREASE) | BALANCE<br>NORMAL (ABNORMAL) |                |
| Fund 612 - MASON BUILDING AUTHORITY  |             |                   |                                 |   |                              |                |
| Revenues                             |             |                   |                                 |   |                              |                |
| 000.00                               |             | 286,685.00        | 284,818.00                      | 172,058.16                              | 1,867.00                     | 99.35          |
| TOTAL Revenues                       |             | <u>286,685.00</u> | <u>284,818.00</u>               | <u>172,058.16</u>                       | <u>1,867.00</u>              | <u>99.35</u>   |
| Expenditures                         |             |                   |                                 |   |                              |                |
| 000.00                               |             | 286,685.00        | 284,810.47                      | 172,054.32                              | 1,874.53                     | 99.35          |
| TOTAL Expenditures                   |             | <u>286,685.00</u> | <u>284,810.47</u>               | <u>172,054.32</u>                       | <u>1,874.53</u>              | <u>99.35</u>   |
| <hr/>                                |             |                   |                                 |   |                              |                |
| Fund 612 - MASON BUILDING AUTHORITY: |             |                   |                                 |   |                              |                |
| TOTAL REVENUES                       |             | 286,685.00        | 284,818.00                      | 172,058.16                              | 1,867.00                     | 99.35          |
| TOTAL EXPENDITURES                   |             | <u>286,685.00</u> | <u>284,810.47</u>               | <u>172,054.32</u>                       | <u>1,874.53</u>              | <u>99.35</u>   |
| NET OF REVENUES & EXPENDITURES       |             | 0.00              | 7.53                            | 3.84                                    | (7.53)                       | 100.00         |

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 03/31/2015

| GL NUMBER                      | DESCRIPTION              | 2014-15            | YTD BALANCE                       | ACTIVITY FOR                            |            | AVAILABLE                    |  | % BGD<br>USED |
|--------------------------------|--------------------------|--------------------|-----------------------------------|---|------------|------------------------------|--|---------------|
|                                |                          | AMENDED<br>BUDGET  | 03/31/2015<br>(NORMAL (ABNORMAL)) | MONTH 03/31/2015<br>INCREASE (DECREASE) | (DECREASE) | NORMAL (ABNORMAL)<br>BALANCE |  |               |
| Fund 661 - MOTOR VEHICLE POOL  |                          |                    |                                   |   |            |                              |  |               |
| Revenues                       |                          |                    |                                   |   |            |                              |  |               |
| 000.00                         |                          | 399,870.00         | 205,395.47                        | 32,048.62                               |            | 194,474.53                   |  | 51.37         |
| TOTAL Revenues                 |                          | <u>399,870.00</u>  | <u>205,395.47</u>                 | <u>32,048.62</u>                        |            | <u>194,474.53</u>            |  | <u>51.37</u>  |
| Expenditures                   |                          |                    |                                   |   |            |                              |  |               |
| 567.00                         | SHOP & BLDG. MAINTENANCE | 47,840.00          | 39,776.75                         | 1,313.81                                |            | 8,063.25                     |  | 63.15         |
| 568.00                         | EQUIPMENT MAINTENANCE    | 187,415.00         | 139,017.05                        | 13,388.27                               |            | 48,397.95                    |  | 74.18         |
| 901.00                         | EQUIPMENT-CAPITAL OUTLAY | 207,745.00         | 110,193.01                        | 0.00                                    |            | 97,551.99                    |  | 53.04         |
| TOTAL Expenditures             |                          | <u>443,000.00</u>  | <u>288,986.81</u>                 | <u>14,702.08</u>                        |            | <u>154,013.19</u>            |  | <u>65.23</u>  |
| Fund 661 - MOTOR VEHICLE POOL: |                          |                    |                                   |   |            |                              |  |               |
| TOTAL REVENUES                 |                          | <u>399,870.00</u>  | <u>205,395.47</u>                 | <u>32,048.62</u>                        |            | <u>194,474.53</u>            |  | <u>51.37</u>  |
| TOTAL EXPENDITURES             |                          | <u>443,000.00</u>  | <u>288,986.81</u>                 | <u>14,702.08</u>                        |            | <u>154,013.19</u>            |  | <u>65.23</u>  |
| NET OF REVENUES & EXPENDITURES |                          | <u>(43,130.00)</u> | <u>(83,591.34)</u>                | <u>17,346.54</u>                        |            | <u>40,461.34</u>             |  | <u>193.81</u> |

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 03/31/2015

| GL NUMBER                      | DESCRIPTION | 2014-15           | YTD BALANCE                     | ACTIVITY FOR                            |   | AVAILABLE                    |  | % EDGT<br>USED |
|--------------------------------|-------------|-------------------|---------------------------------|---|---|------------------------------|--|----------------|
|                                |             | AMENDED<br>BUDGET | 03/31/2015<br>NORMAL (ABNORMAL) | MONTH 03/31/2015<br>INCREASE (DECREASE) | MONTH 03/31/2015<br>INCREASE (DECREASE) | BALANCE<br>NORMAL (ABNORMAL) |  |                |
| Fund 702 - RAYNER BOND FUND    |             |                   |                                 |   |   |                              |  |                |
| Revenues                       |             |                   |                                 |   |   |                              |  |                |
| 000.00                         |             | 151,000.00        | 48,132.04                       | 2,119.27                                |   | 102,867.96                   |  | 31.88          |
| TOTAL Revenues                 |             | 151,000.00        | 48,132.04                       | 2,119.27                                |   | 102,867.96                   |  | 31.88          |
| Expenditures                   |             |                   |                                 |   |   |                              |  |                |
| 000.00                         |             | 151,000.00        | 12,011.54                       | 0.00                                    |   | 138,988.46                   |  | 7.95           |
| TOTAL Expenditures             |             | 151,000.00        | 12,011.54                       | 0.00                                    |   | 138,988.46                   |  | 7.95           |
| Fund 702 - RAYNER BOND FUND:   |             |                   |                                 |   |   |                              |  |                |
| TOTAL REVENUES                 |             | 151,000.00        | 48,132.04                       | 2,119.27                                |   | 102,867.96                   |  | 31.88          |
| TOTAL EXPENDITURES             |             | 151,000.00        | 12,011.54                       | 0.00                                    |   | 138,988.46                   |  | 7.95           |
| NET OF REVENUES & EXPENDITURES |             | 0.00              | 36,120.50                       | 2,119.27                                |   | (36,120.50)                  |  | 100.00         |

User: MW

DB: Mason City

PERIOD ENDING 03/31/2015

| GL NUMBER                       | DESCRIPTION | 2014-15<br>AMENDED<br>BUDGET | YTD BALANCE<br>03/31/2015<br>NORMAL (ABNORMAL) | ACTIVITY FOR<br>MONTH 03/31/2015<br>INCREASE (DECREASE) | AVAILABLE<br>BALANCE<br>NORMAL (ABNORMAL) | % BDGT<br>USED |
|---------------------------------|-------------|------------------------------|--|---|---|----------------|
| Fund 711 - CEMETERY TRUST FUND  |             |                              |  |   |   |                |
| Revenues                        |             |                              |  |   |   |                |
| 000.00                          |             | 4,200.00                     | 2,386.73                                       | 295.85  | 1,813.27                                  | 56.83          |
| TOTAL Revenues                  |             | 4,200.00                     | 2,386.73                                       | 295.85  | 1,813.27                                  | 56.83          |
| Expenditures                    |             |                              |  |   |   |                |
| 000.00                          |             | 4,200.00                     | 0.00   | 0.00  | 4,200.00                                  | 0.00           |
| TOTAL Expenditures              |             | 4,200.00                     | 0.00   | 0.00  | 4,200.00                                  | 0.00           |
| Fund 711 - CEMETERY TRUST FUND: |             |                              |  |   |   |                |
| TOTAL REVENUES                  |             | 4,200.00                     | 2,386.73                                       | 295.85  | 1,813.27                                  | 56.83          |
| TOTAL EXPENDITURES              |             | 4,200.00                     | 0.00   | 0.00  | 4,200.00                                  | 0.00           |
| NET OF REVENUES & EXPENDITURES  |             | 0.00                         | 2,386.73                                       | 295.85  | (2,386.73)                                | 100.00         |

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 03/31/2015

| GL NUMBER                           | DESCRIPTION | 2014-15           | YTD BALANCE                       | ACTIVITY FOR                              | AVAILABLE                      | % BDGT<br>USED |
|-------------------------------------|-------------|-------------------|-----------------------------------|---|--------------------------------|----------------|
|                                     |             | AMENDED<br>BUDGET | 03/31/2015<br>(NORMAL (ABNORMAL)) | MONTH 03/31/2015<br>(INCREASE (DECREASE)) | BALANCE<br>(NORMAL (ABNORMAL)) |                |
| Fund 812 - SPECIAL ASSESSMENT FUND  |             |                   |                                   |   |                                |                |
| Revenues                            |             |                   |                                   |   |                                |                |
| 000.00                              |             | 176,800.00        | 40,807.75                         | 102.60                                    | 135,992.25                     | 23.08          |
| TOTAL Revenues                      |             | 176,800.00        | 40,807.75                         | 102.60                                    | 135,992.25                     | 23.08          |
| Expenditures                        |             |                   |                                   |   |                                |                |
| 000.00                              |             | 176,800.00        | 169,826.34                        | 96,301.34                                 | 6,973.66                       | 96.06          |
| TOTAL Expenditures                  |             | 176,800.00        | 169,826.34                        | 96,301.34                                 | 6,973.66                       | 96.06          |
| Fund 812 - SPECIAL ASSESSMENT FUND: |             |                   |                                   |   |                                |                |
| TOTAL REVENUES                      |             | 176,800.00        | 40,807.75                         | 102.60                                    | 135,992.25                     | 23.08          |
| TOTAL EXPENDITURES                  |             | 176,800.00        | 169,826.34                        | 96,301.34                                 | 6,973.66                       | 96.06          |
| NET OF REVENUES & EXPENDITURES      |             | 0.00              | (129,018.59)                      | (96,198.74)                               | 129,018.59                     | 100.00         |
| TOTAL REVENUES - ALL FUNDS          |             |                   |                                   |   |                                |                |
|                                     |             | 14,276,890.00     | 9,891,106.09                      | 807,066.94                                | 4,385,783.91                   | 69.28          |
| TOTAL EXPENDITURES - ALL FUNDS      |             |                   |                                   |   |                                |                |
|                                     |             | 14,402,900.00     | 7,719,431.66                      | 1,514,702.24                              | 6,683,468.34                   | 53.60          |
| NET OF REVENUES & EXPENDITURES      |             | (126,010.00)      | 2,171,674.43                      | (707,635.30)                              | (2,297,684.43)                 | 1,723.41       |

QUARTERLY INVESTMENT REPORT FOR PERIOD ENDING 3/31/15

| ACCOUNTS                 | CASH         | GENERAL<br>FUND<br>INVESTMENT | DART<br>MONEY<br>MARKET | CUTWATER   | TOTAL<br>PRINCIPAL<br>INVESTED | QUARTERLY<br>INTEREST<br>EARNED |
|--------------------------|--------------|-------------------------------|-------------------------|------------|--------------------------------|---------------------------------|
| MSB                      |              |                               |                         |            |                                |                                 |
| Cemetery Trust           | 19,012.01    | 222,300.40                    |                         | 100,579.63 | 341,892.04                     | 135.41                          |
| Current Tax              | 2.69         |                               |                         |            | 2.69                           |                                 |
| D.D.A.                   | 22,479.85    |                               | 132,327.53              | 18,822.24  | 173,629.62                     | 111.43                          |
| E.D.C.                   | 1,642.89     | 20,207.42                     |                         |            | 21,850.31                      | 10.16                           |
| General Fund             | 2,281,843.82 |                               | 724,071.81              | 63,399.95  | 3,069,315.58                   | 1,766.35                        |
| General Fund - Checking  | 162,746.46   |                               |                         |            | 162,746.46                     |                                 |
| L.D.F.A.                 | 656,366.59   | 8.26                          | 1,972,177.35            |            | 2,628,552.20                   | 1,518.93                        |
| Rayner Bond              | 143,483.08   | 287,466.87                    |                         | 317,626.51 | 748,576.46                     | 233.06                          |
| Water & Sewer            | 61,159.19    |                               |                         |            | 61,159.19                      | 30.89                           |
| DNB                      |              |                               |                         |            |                                |                                 |
| Capital Improvement      | 20,622.20    |                               |                         |            | 20,622.20                      |                                 |
| Local Streets            | 33,251.83    |                               | 5,611.30                | 10,291.39  | 49,154.52                      | 62.60                           |
| Major Streets            | 179,851.34   |                               | 586,889.94              | 65,256.99  | 831,998.27                     | 449.23                          |
| M.V.P                    | 119,597.66   |                               | 216,560.51              | 56,081.74  | 392,239.91                     | 207.48                          |
| Mason Building Authority | 546.74       |                               |                         |            | 546.74                         | 3.88                            |
| Special Assessments      | 138,450.21   |                               | 354,760.53              | 19,373.41  | 512,584.15                     | 301.71                          |
| Water & Sewer            | 321,050.34   |                               | 2,938,389.65            | 152,139.60 | 3,411,579.59                   | 2,209.06                        |

|                  |              |            |              |            |               |          |
|------------------|--------------|------------|--------------|------------|---------------|----------|
| TOTALS INVESTED  | 4,162,106.90 | 529,982.95 | 6,930,788.62 | 803,571.46 | 12,426,449.93 | 7,040.19 |
| AVERAGE INT RATE | .16%-AVG     | .20%-AVG   | .30%-AVG     | .10%-AVG   |               |          |
| TERM             | LIQUID       | LIQUID     | LIQUID       | LIQUID     |               |          |
| MATURITY DATE    | N/A          | N/A        | N/A          | N/A        |               |          |
| % INVESTED       | 33.49%       | 4.26%      | 55.77%       | 6.47%      | 100.00%       |          |
| % IN DART        | 62.32%       |            |              |            |               |          |
| % IN MSB         | 31.21%       |            |              |            |               |          |
| % IN CUTWATER    | 6.47%        |            |              |            |               |          |
|                  | 100.00%      |            |              |            |               |          |

Mayor Leon Clark  
201 W. Ash Street  
Mason, MI 48854

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Mason on earning recognition as a 2014 Tree City USA. Residents of Mason ought to be proud to live in a community that makes the planting and care of trees a priority.

Your community joins more than 3,400 Tree City USAs, with a combined population of 140 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

As a result of your commitment to effective urban forest management, you already know that trees are vital to the public infrastructure of cities and towns throughout the country, providing numerous environmental, social and economic benefits. In fact, trees are the one piece of community infrastructure that actually increases in value over time.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward information about your awards to your state forester's office to coordinate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Mason and thank you for helping to create a healthier planet for all of us.

Best Regards,



Matt Harris  
Chief Executive

cc: Sam Bibler

enclosure

**CITY OF MASON, MICHIGAN  
MAYORAL PROCLAMATION**

**WHEREAS**, in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**WHEREAS**, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

**WHEREAS**, since 1991, the City of Mason has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree-planting ways;

**NOW, THEREFORE, LET IT BE KNOWN**, that I, Michael Waltz, Mayor of the City of Mason, do hereby proclaim **Friday, April 24, 2015** as "**Arbor Day**" in and for the City of Mason, and do hereby urge all citizens to support efforts to care for our trees and woodlands and to support our City's community forestry program.



*Michael F. Waltz*  
Michael Waltz, Mayor

Presented: April 24, 2015

201 W. Ash St.  
P.O. Box 370  
Mason, MI 48854-0370  
www.mason.mi.us

City of Mason



City Hall 517 676-9155  
Police 517 676-2458  
Fax 517 676-1330  
TDD 1-800-649-3777

## MEMORANDUM

**TO: Honorable Mayor and Council Members**

**FROM: Martin Colburn, City Administrator**

**DATE: April 20, 2015**

**RE: City Administrator's Report**

### Rayner Park Letter of Intent

Last month I forwarded a Letter of Intent on behalf of the City Council regarding the City pursuing ownership of Rayner Park. At an evening meeting on April 20, 2015, members of the Ingham County Planning and Community Outreach Committee of the Parks and Recreation Commission will be updated on the proposal. Having spoken with the County Controller, this is only an update. The survey has not been initiated to date but will be scheduled.

### City Council Meeting Date Adjustments

Due to the May 5, 2015 Special Election, the Mason City Council May 4 meeting was cancelled so the City Clerk could prepare for the election being held at City Hall. A special meeting has been called for Wednesday, May 6, at 7:30 p.m. to address the public hearing for the FY 2015-16 budget and further discussion. The formal budget approval is expected to take place at the regular Council meeting on Monday, May 18, 2015.